

CITY OF COVINA, CALIFORNIA

Adopted Budget

2016-2017 Fiscal Year



Kevin Stapleton, Mayor

***Jorge Marquez
Mayor Pro Tem***

***Walter Allen, III
Council Member***

***John C. King
Council Member***



***Peggy Delach
Council Member***

Donald E. Penman, Interim City Manager

Prepared by the City of Covina Finance Department

Principal Officials

FY 2016/17 Adopted Budget

Elected Officials

Mayor:

Kevin Stapleton

Mayor Pro Tem:

Jorge Marquez

Councilmember:

Walter Allen III

Councilmember:

Peggy Delach

Councilmember:

John C. King

City Treasurer

Geoffrey Cobbett

City Clerk:

Mary Lou Walczak

Administrative Staff

City Manager

Donald E. Penman

City Attorney *

Richards, Watson & Gershon

Police Chief

John Curley

Finance Director

Anita Agramonte

Fire Chief **

Daryl L. Osby

Human Resources Director

Danielle Tellez

Public Works Director

Siobhan Foster

Community Development Director

Brian K. Lee

Parks and Recreation Director

Amy Hall-McGrade

* Appointed By City Council

** Appointed by Los Angeles County Fire District



MISSION STATEMENT

The City of Covina is dedicated to being a vibrant hometown for the future, embracing our tradition as an exceptional place to live, work, play and invest.

VISION STATEMENT

The City of Covina is a vibrant, safe, responsive community where residents enjoy an exceptional quality of life and businesses thrive.

CITY SLOGAN

Covina – A hometown for the future

CORE VALUES

*Exemplary Customer Service
Ethics and Integrity
Dedication
Diversity*

*Teamwork
Leadership and Vision
Open Communication
Unity*



City of Covina
FY 2016/17 Adopted Budget

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- Disaster Preparedness
- Animal Control

FIRE

- Fire Suppression

PUBLIC WORKS

- Public Works Administration
- Graffiti Removal
- Engineering
- Streets
- Street Lighting
- Traffic Control
- Yard Center
- Park Maintenance
- Civic Center

PARKS & RECREATION

- Park Administration
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July 20, 2016

Honorable Mayor and City Council Members
Transmittal of Adopted Fiscal Year 2016-2017 City Budget

Dear Mayor and Council Members:

Transmitted for the City Council's information is the Fiscal Year 2016-2017 Adopted Budget. This document encompasses all the changes the Council directed at your study session of July 12, 2016 as well as those approved at the conclusion of the public hearing held on July 19 at which time the budget was adopted.

Total General Fund expenditures for FY 2016/2017 are \$34,163,510, which is a reduction from the prior year of 3.25%. Projected revenues for FY 2016/2017 match expenditures at \$34,163,510. This balanced budget was achieved through a series of cuts including reducing the number of *Covina Today* editions from seven to four and ending the communications consultant contract which in part included preparation of the newsletter; terminating the contract with our legislative advocacy firm in Sacramento; and no longer contracting for the Assessment Engine with the Los Angeles County Fire Department. The final expenditure savings to reach a balanced budget included phasing in the filling of a number vacant General Fund positions, including those in the Police Department, during the course of the year. In total over \$600,000 in cuts were made from the Preliminary Budget in order to achieve a balanced budget.

General Fund revenues are projected to remain relatively flat though there are some promising areas including modest but important increases in sales tax and property tax. Excluding the one-time Rule 20A revenue received as a result of a trade with the City of La Verne in FY 2015/2016, revenues increased only 1.1% for FY 2016/2017 compared to the prior year. However, we are optimistic that development related revenues will increase due to a number of projects in the pipeline. Additionally, one of the more important tasks for the year will be to update the fee schedule which could result in better cost recovery for certain programs and services provided by the City thus furthering the City efforts in strengthening our fiscal position.

Overall expenditures for all funds in FY 2016-2017 totals \$ 81,102,608. This includes the first year of a Five Year Capital Improvement Plan (CIP) which will guide the City through an extensive multi-year infrastructure program. In the first year the Grand Avenue project and a major slurry seal program are but two of several noteworthy projects, together totaling over \$2.5 million. City staff will also continue to focus on a number of important economic development activities including the iTEC project on the K-Mart site, continuing our efforts to attract a quality

retailer to the closed Albertson's building and evaluating options for the reuse of the closed Vita Pak property. Another very important, high priority project in FY 2016/2017 will be finalizing a location, identifying funding and preparing plans for a new senior center.

Internally this past year has been a trying, transitional one for the City. Without a full time Finance Director for over a year (which then resulted in three Interim Directors) and with the departure of the City Manager this past spring, staff has been challenged with maintaining continuity of services in an environment of budgetary constraints while implementing changes made in the FY2015/2016 Budget. In fact, arriving at FY 2015/16 estimated year end balances was very difficult, in large part due to the fact that the City was many months behind in completing bank reconciliations. However, despite these challenges and uncertainties, staff has done an admirable job under trying circumstances.

Fiscal Year 2016-2017 will bring additional changes with the impending appointment of a new Police Chief to replace long time Chief Kim Raney later this summer and the recruitment and appointment of new City Manager in the fall. However, with all the changes will come opportunities to continue down a path of assessing all we do to ensure the community is provided the most responsive, effective services within our fiscal constraints in an open, transparent manner.

Preparation of the budget document was particularly challenging due to the staff changes in key positions and initiated late due in part to these challenges. This resulted in preparing and reviewing department submittals in an expedited timeframe. Therefore, I would be remiss if I did not commend all the staff for their efforts under these trying conditions and also thank the City Council for your diligence in reviewing the budget and making the necessary critical decisions resulting in the adoption of this budget in such a condensed timeframe.

Respectfully Submitted,

CITY OF COVINA



Don Penman
Interim City Manager

City of Covina
FY 2016/17 Adopted Budget

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CITY OF COVINA
ORGANIZATIONAL CHART
FISCAL YEAR 2016-2017

CITIZENS

**CITY
CLERK**

**CITY COUNCIL, SUCCESSOR
AGENCY TO FORMER RDA**

**CITY
TREASURER**

**CITY
ATTORNEY**

CITY MANAGER

**COMMUNITY
DEVELOPMENT**

FINANCE

**HUMAN
RESOURCES**

**LEGISLATIVE
ADMIN**

**PARKS &
RECREATION**

PUBLIC SAFETY

PUBLIC WORKS

PLANNING

BUILDING & SAFETY

CODE
ENFORCEMENT

HOUSING/CDBG

SUCCESSOR
AGENCY

BUSINESS LICENSE

INFO TECHNOLOGY

REVENUE
COLLECTIONS

TREASURY

ACCOUNTING

SUPPORT
SERVICES

ADMINISTRATION

RISK MANAGEMENT

LABOR
NEGOTIATIONS

CIVIL LITIGATION

CITY RECORDS

AGENDA
COMPLETION

ELECTIONS

PUBLIC
INFORMATION
CUSTODIAN

RECREATION

PARKS

CULTURAL
SERVICES

LIBRARY

AQUATICS

ADMINISTRATION

PATROL

DETECTIVES

CANINE

TRAFFIC CONTROL

DISASTER
PREPAREDNESS

CROSSING GUARDS

ANIMAL CONTROL

FIRE SERVICES (LA
COUNTY)

ADMINISTRATION

ENGINEERING

UTILITIES

STREETS

PROPERTY
MAINTENANCE

FLEET
MAINTENANCE

City of Covina
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CITY OF COVINA
List of Funds

General Fund

1010 General Fund
1050 Payroll Agency
1060 Special General Fund
1095 Emergency Reserve

Special Revenue Funds (Restricted Use)

2020 Low Mod Housing Asset Fund
2025 Housing Bond Proceeds 04 Priva
2051 LMIH Project Area 1
2052 LMIH Project Area 2
2053 LMIH 2002 Bond-Public Area 1
2055 2004 Bond-Private
2100 Community Development Block Gr
2105 Community Dev Block Grant - AR
2120 EDI Grant McGill St
2130 Supp Housing Program Grant McG
2185 Building Equipment Reserve
2188 Community Improvement
2189 Heritage Tree Preservation
2200 Police Evidence Reserve
2205 Inmate Communication
2210 Red Light Camera Program
2221 Federal Treasury Narcotics
2222 Federal Justice Narcotic Siezu
2227 Local Narcotic Seizure
2228 Local 15% Narcotic Seizure
2230 Other state Grants
2246 Supplemental Law
2270 Other Federal Grants
2271 Justice Assistance Grant
2272 Justice Assistance Grant - ARR
2278 Homeland Security Grant
2285 COPS Grant
2290 Traffic Safety Fund
2300 State Gas Tax
2303 Traffic Congestion Relief Fund
2360 CA-Strong Motion Instrumentati
2365 SB1186 Fund
2370 CA-Green Building Standards
2400 Proposition A
2405 Proposition C
2407 TDA
2410 Measure R
2500 Air Quality Improvement
2520 DOC Beverage Container Grant
2530 Oil Payment Program
2540 Energy Efficiency/Conserv-ARRA
2600 Cultural Arts
2604 Quimby Fees
2700 Municipal Parking District
2710 Street Lighting Assessment Dis
2720 Street Trees and Landscaping
2740 Community Facilities District
2750 Shoppers Lane Parking District
2800 Literacy Grant

Special Revenue Funds (Restricted Use) Continued

2807 Workforce Act
2810 Library Equipment Reserve
2820 Library Other Federal Grants
2830 Other Library Grants
2890 Public Education in Government
2900 General Donation
2920 Public Safety Donation
2921 Police Memorial Fund
2922 DARE Donation Admin
2923 Canine Unit Donations
2926 Gang & Graffiti Donation
2927 Police Explorer Donation
2928 Operation Full Throttle Donatn
2930 Gang/Graffiti Scholarship Fund
2931 Every 15 Minutes Admin
2940 Pub Wrks Admin Donations
2950 Lions Club Pavilion
2957 Playground Equip Replace Donat
2958 Teen Program Fundraising
2959 Covina Park Plunge Donations
2960 Parks & Recreation Donations
2961 Vietnam Wall Memorial Fund
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2967 Volunteer Web Berger Grant
2968 Senior Fundraising Donations
2969 Grandmothers Club Donations
2970 Library Services-Donation
2971 Lib Book Donation
2972 Library Services-IT Donation
2973 Gates Donation Fund
2975 Lib Services-Literacy Donation
2976 Joseph J Borrello Memorial
2980 Miscellaneous Grants

Capital Projects

4010 General CIP
4050 Banna Park Open Space
4060 Covina iTEC Project fund
4200 Public Works CIP
4300 Transportation CIP
4320 Federal Highway ARRA
4600 Parks and Recreation CIP
4606 Air Quality Improv. Tree Grant
4630 Kahler Russell Park Gymnasium
4640 Joslyn Center Reconstruction
4701 Impact Fees-General Govt
4702 Impact Fees-Library Admin
4703 Impact Fees-Police Admin
4704 Impact Fees-Park Fac Admin
4705 Impact Fees-Streets Adm
4706 Impact Fees-Fire Admin
4800 Impact Fee Study-MuniFinancial

CITY OF COVINA
List of Funds

Proprietary Funds

Enterprise Funds

6010	Water Utility Admin
6011	Water Capital Improvement Fund
6200	Environmental-Waste Mgmt
6300	Sewer Utility

Internal Service Funds

7010	Central Equipment Operations
7200	Information Technology
7300	Compensated Absence
7360	Worker's Compensation
7370	Public Liability

Fiduciary Funds

Agency Funds

8186	Downtown District
8187	Prospero
T800	Other Post Employment Benefits (OPEB) Trust

Private Purpose Trust Funds

S051	SACRA LMIH Project Area 1
S052	SACRA LMIH Project Area 2
S053	LMIH BOND AREA1
S055	SACRA 2004 Bond Private
S300	SACRA Obligation Retirement Fd
S301	SACRA Tax Alloc-Debt Area 1
S302	SACRA Tax Alloc-Debt Area 2
S511	SACRA Project Area 1 Admin
S513	SACRA 2002 Bond Public PA1
S514	SACRA 2004 Bond Private PA1
S521	SACRA Project Area 2 Admin
S522	SACRA Redevelopment Public PA2
S531	SACRA Land Proceeds-PA 1&2
SADM	SACRA Administration

General Fund

FY 2016/17 Adopted Budget

General Fund Overview

The General Fund is the main operating fund of the City. Any revenue accounted for in this fund is not restricted in its use. This fund accounts for the revenues and expenditures used to carry out basic governmental activities of the City such as general government, public safety, public works, culture and recreation, and community development. Revenue is recorded by source (e.g., property taxes, licenses and permits, intergovernmental, charges for services and fines and forfeits). General Fund expenditures are made primarily for current day-to-day operations and operating equipment. They are recorded by major functional classification and operating departments. This fund accounts for all financial transactions not properly accounted for in another fund.

The major revenue sources included in the General Fund:

Taxes

Property and sales tax estimates are based largely on the tools and projections provided by our third-party consultant, with additional sales tax information provided by the State Board of Equalization. These projections include any general economic adjustments (e.g. a regional or statewide increase in building and construction), as well as adjustments specific to the City of Covina (e.g. a new type of business opening in the City).

Other taxes are forecast based on historical trends, with consideration given to the potential impact of external factors. For instance, a Preliminary increase in electricity rates may increase the amount of franchise tax the City may expect from its electricity provider. Conversely, residential water conservation may result in utility user tax revenue remaining largely flat.

Licenses and Permits

Forecasts for license and permit revenue are provided by the responsible departments, using historical trends. These projections may also include the impact of any known development projects which are anticipated to begin during the upcoming fiscal year.

Intergovernmental (Formula grants, one-time awards and other)

Intergovernmental revenue is largely derived from formula grants. For other grant awards that the City receives annually, these amounts are generally known and require little additional analysis. Non-grant revenue projections are provided by the responsible departments and are based on historical trends as well any anticipated changes in certain services provided (e.g. decrease in reimbursements from the school districts).



General Fund

FY 2016/17 Adopted Budget

Major revenue sources, continued-

Charges for Services

Revenue projections from charges for services are provided by the responsible departments, due to the expert knowledge they have of their programs and the services they provide. These projections are largely based on historical trends and may include adjustments based on anticipated changes in services being provided (e.g. an addition of a youth sports program would increase the revenue projected). These projections also include transfers between funds to account for the City's indirect cost allocation plan.

Fines and Forfeits

Fines and forfeits revenue is unstable, based on the frequency and type of infractions that occur. This revenue is projected based on historical trends.

Enterprise Revenue

Enterprise revenue includes reimbursement for insurance. Projections are provided by the responsible department and are based on historical trends.

Investment Earnings

Investment revenue is projected by the Finance department based on historical trends as well as any anticipated economic changes (e.g. changes in interest rates).

Miscellaneous Revenue

Miscellaneous revenue includes donations and contributions, utility late fees, and other non-specific revenue. Projections for this revenue are based on historical trends, as well as any additional information from departments regarding their anticipated donations for the upcoming fiscal year.

Other Financing Sources

Revenue accounted for in Other Financing Sources is generally limited to intra-city transfers from one fund to another. These may be initiated by any department but are subject to approval by the City Council, based on availability of funds as well as the appropriateness of the transfer.



General Fund

FY 2016/17 Adopted Budget

The major expenditure functions included in the General Fund:

General Government

This function accounts for activities of the Legislative, Office of the City Manager, Finance and Human Resources.

Public Safety

This function accounts for activities of the Police department.

Fire Suppression

This function accounts for activities of the Fire department.

Public Works

This function accounts for activities of the Public Works department.

Parks and Recreation

This function accounts for activities of the Parks and Recreation department as well as the Library.

Community Development

This function accounts for activities of the Community Development department.

Miscellaneous

This function accounts for expenditures of various Intergovernmental (dues, subscriptions, memberships) as well as Community Outreach activities and any budgeted contingency.

Capital

This function accounts for capital projects expenditures.

Other Financing Sources

This function accounts for transfers to other funds, or in other words, a contribution by the General Fund to pay for an expenditure in another fund.



General Fund

FY 2016/17 Adopted Budget

The following functions and activities included in the General Fund:

- Legislative
 - City Council
 - City Clerk
 - Elections
 - City Treasurer
 - City Attorney
- Office of the City Manager
 - Administration
 - Economic Development
 - Public Information
 - Records Management
- Finance
 - Administration
 - Duplicating
- Human Resources
 - Administration
 - General Insurance
 - Risk Management
- Public Safety
 - Administration
 - Crime Prevention
 - Investigations
 - Police Records
 - Jail
 - Communication Services
 - Patrol
 - Canine
 - Traffic
 - Parking Control
 - Police Training
 - Computer Services
 - Disaster Preparedness
 - Animal Control
- Fire Suppression
- Public Works
 - Administration
 - Civic Center
 - Graffiti
 - Engineering
 - Streets
 - Street Lighting
 - Traffic Control
 - Yard Center
 - Park Maintenance
- Parks and Recreation
 - Administration
 - Community Relations
 - Recreation Services
 - Senior Services
 - Community Parade
 - Aquatics
 - Library Administration
 - Reference Services
 - Children's Services
 - Circulation Services
 - Technical Services
- Community Development
 - Administration
 - Historic Preservation
 - Planning
 - Planning Commission
 - Building Inspection
 - Code Enforcement



City of Covina
General Fund Summary FY 2016-2017

Description	2015 ACTUAL	2016 REVISED	2016 PROJECTED	2017 ADOPTED
Revenues				
Tax Revenue	\$26,760,764	\$28,377,480	\$28,009,548	\$28,228,980
Licenses & Permits	\$688,787	\$808,000	\$773,955	\$849,000
Intergovernmental	\$877,156	\$842,525	\$1,311,236	\$779,860
Charges for Services	\$2,366,248	\$2,315,730	\$2,418,012	\$2,543,985
Fines and Forfeits	\$558,009	\$950,000	\$832,770	\$1,050,000
Enterprise/Internal Services	\$5,969	\$6,040	\$0	\$0
Investment Earnings	\$109,927	\$125,000	\$200,950	\$165,000
Miscellaneous Revenue	\$315,722	\$329,275	\$241,344	\$263,260
Other Financing Sources	\$5,900,990	\$122,000	\$0	\$283,425
Total General Fund Revenue	\$37,583,573	\$33,876,050	\$33,787,815	\$34,163,510
Expenditures				
Legislative	\$264,337	\$273,860	\$280,625	\$376,739
Administration	\$888,771	\$929,342	\$986,597	\$893,721
Finance	\$1,336,290	\$943,673	\$962,614	\$904,140
Non-Departmental	\$447,433	\$793,232	\$789,816	\$185,473
Human Resources	\$810,968	\$1,054,281	\$1,098,816	\$971,244
Police Department	\$16,696,022	\$14,536,373	\$14,344,921	\$14,839,893
Fire Department	\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828
Public Works	\$3,632,842	\$2,990,325	\$2,734,553	\$3,070,170
Parks & Recreation	\$3,598,633	\$2,631,444	\$2,320,078	\$2,614,108
Community Development	\$1,996,554	\$1,412,487	\$1,582,656	\$1,298,320
	\$37,983,327	\$34,597,494	\$34,187,126	\$34,110,635
Special Rule 20A Fund	\$0	\$0	\$0	\$52,875.00
Total General Fund Revenue	\$37,983,327	\$34,597,494	\$34,187,126	\$34,163,510
Total Surplus/Deficit				\$0

Revenue Description

The following schedule shows the detail of the various revenue sources of the General Fund, Special Revenue funds, Enterprise funds, Internal Service funds and the Successor Agency to the Covina Redevelopment Agency (SACRA) separated and totaled by major revenue source.

Revenue Development

The City uses several different tools when developing its revenue projections for the upcoming fiscal year. These include historical analysis/extrapolation, third-party consultants, and the knowledge and understanding that departments have of their activities. The City uses a moderately conservative approach to forecasting revenues.

Taxes

Property and sales tax estimates are based largely on the tools and projections provided by our third-party consultant, with additional sales tax information provided by the State Board of Equalization. These projections include any general economic adjustments (e.g. a regional or statewide increase in building and construction), as well as adjustments specific to the City of Covina (e.g. a new type of business opening in the City).

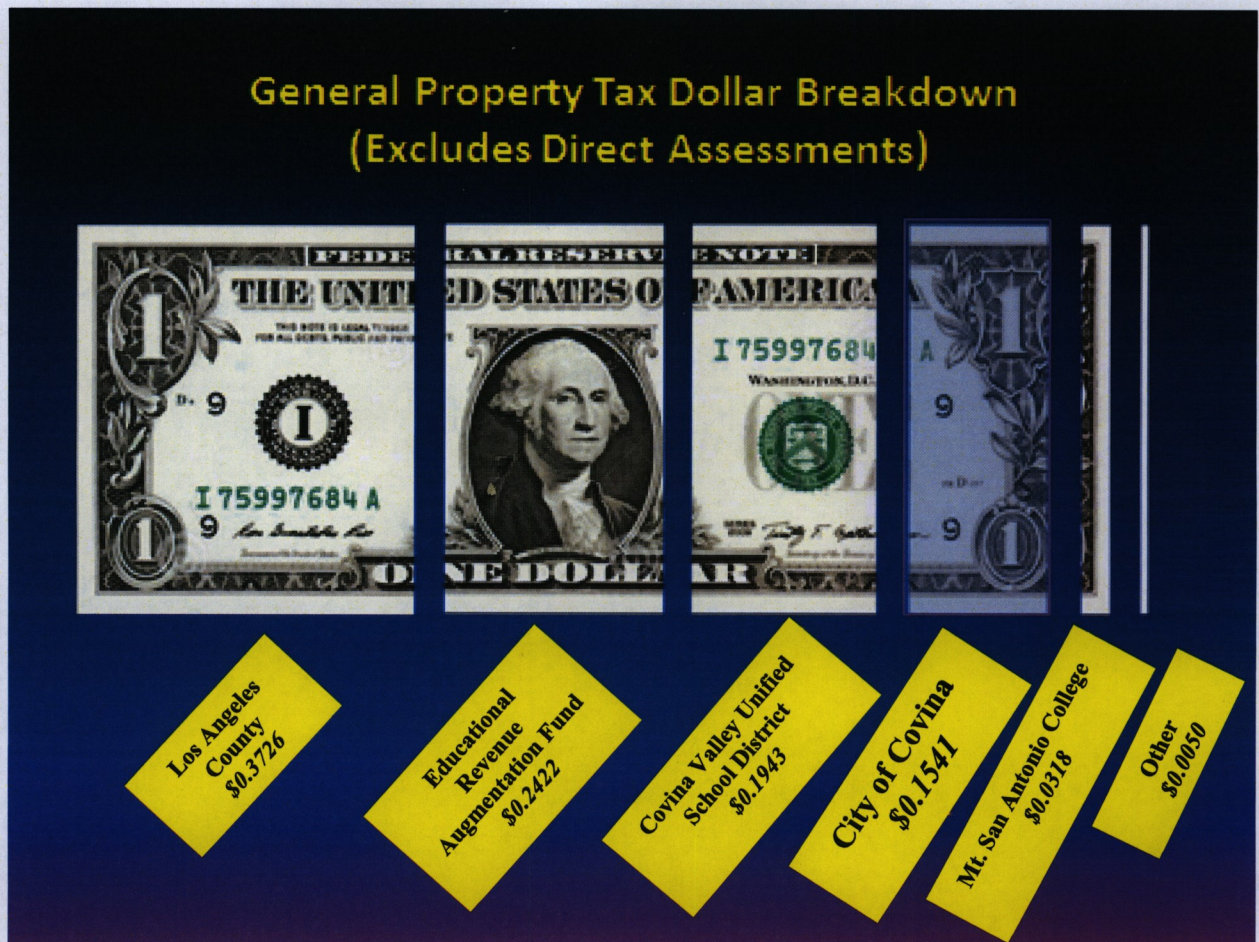
Property Taxes. These are taxes paid by people and businesses who own property in Covina. The amount each property owner pays is largely based on the provisions of Proposition 13, which was added to the State Constitution in 1976 by the voters. However, the amount that the City receives from property tax payments is determined by formulas established in State law. These formulas are very complex and ever changing. Currently, the City's basic share of local property tax payment is about 15% of all local property payments. Starting in fiscal year 2004-05, the City also started to receive a portion of the Augmentation Fund, which is also derived from Property Tax payments. The actual collections, and administration, are handled by the County Tax Assessor and the County Tax Collector. City Hall is not involved.

The below chart illustrates the largest recipients of property taxes from Covina residents and business owns.



City-Wide Revenues

FY 2016/17 Adopted Budget



Sales Taxes. These taxes are paid as consumers purchase goods and materials (except food and drugs) at stores. The Los Angeles County sales tax is 9.00% and is divided as follows:

State Government	6.00%
City of Covina	0.75
County Transit	.25
Measure R Transportation	.50
Proposition A Transit	.50
Proposition C Transit	.50
Proposition 172 Public Safety	.50
Total:	<u>9.00%</u>

In all cases, the State government actually collects the revenue and then disburses our share to us once a month. The State reduced the City's historic share of sales tax revenue as part of the State Deficit Reduction program. The State has pledged to replace the revenue in order to keep the City whole.



City-Wide Revenues

FY 2016/17 Adopted Budget

City Business Taxes. This tax is paid by all businesses operating in the City of Covina. The tax payments are collected by the City and the amounts are largely based on the dollar sales volume of the business. When the economy is good this tax goes up, but when the economy is down this tax also declines.

Franchise Taxes. This tax is paid by the local gas, electric, cable TV, rubbish, and other utility companies. It is a special tax paid in recognition that these businesses have special privileges to be the sole operator and have access to the public-right-of-way. The amount is based on their gross income.

Utility Users Taxes. This tax is paid by gas, electric, and telephone customers on their utility bills. The current rate is 6%. The utility companies collect the tax and then forward the money to the City.

Other Taxes. The City also receives revenue from two other taxes: transient occupancy tax and the real property transfer stamp tax. The transient occupancy tax is paid by Covina hotel operators and amounts to 10% of their gross receipts. The real property transfer stamp tax is paid when property transfers are recorded at the County. The rate is \$1.10 per \$1,000; half comes to the City and half is retained by the County.

Licenses and Permits

Forecasts for license and permit revenue are provided by the responsible departments, using historical trends and understanding of the issues, challenges, and opportunities. These projections may also include the impact of any known development projects which are anticipated to begin during the upcoming fiscal year.

Intergovernmental

This revenue source includes several types of grants or subventions received from the State and Federal governments. The major types are described below:

Motor Vehicle-In-Lieu Fees. This revenue is collected by the State when vehicle owners pay their annual registration fees. These fees were established several years ago and replaced the personal property tax levied on automobiles. It was deemed to be more efficient and accurate if the Department of Motor Vehicles (DMV) collected this revenue in conjunction with their vehicle registration process. By State law, then, a certain portion of the vehicle registration fees comes back to the City. This fee was reduced during the 2003-04 fiscal year which reduced the City's revenue for this category. In order to replace this revenue, the State passed a law that distributes additional property tax revenue to the City.

Gas Tax. This revenue is also collected by the State as part of the State's 18 cent per gallon gasoline tax. The State gives us about 6.5 cents of the amount in order to maintain our City street system. Fluctuations in gasoline usage significantly impact the revenue.



City-Wide Revenues

FY 2016/17 Adopted Budget

Community Development Block Grant (CDBG). This revenue also comes from the Federal government, but may be used only for certain specified purposes, mostly related to housing improvements and the redevelopment of blighted areas, serving low and moderate income persons.

Other Grants. The City also receives numerous smaller revenue amounts from the State and Federal governments. These payments are for numerous special purposes such as special street projects, police programs, library support, and park improvement projects.

Charges for Services

Revenue projections from charges for services are provided by the responsible departments, due to the expert knowledge they have of their programs and the services they provide. These projections are largely based on historical trends and may include adjustments based on anticipated changes in services being provided (e.g. an addition of a youth sports program).

Fines and Forfeits

Fine and forfeit revenue has the potential to be somewhat unstable, based on the frequency and type of infractions that occur. However, this revenue is projected based on historical trends.

Special Assessments

Special assessments – including the sewer, lighting, and landscape districts – are fixed-rate charges assessed to property owners on their property tax bills. These rates are generally known and require little additional analysis.

Enterprise Revenue

Enterprise revenue includes reimbursement for insurance. Projections are provided by the responsible department and are based on historical trends.

Investment Earnings

Investment revenue is projected by the Finance department based on historical trends as well as any anticipated economic changes (e.g. changes in interest rates).

Miscellaneous Revenue

Miscellaneous revenue includes donations and contributions, utility late fees, and other non-specific revenue. Projections for this revenue are based on historical trends, as well as any additional information from departments regarding their anticipated donations for the upcoming fiscal year. These projections also include transfers between funds to account for the City's indirect cost allocation plan.



City-Wide Revenues

FY 2016/17 Adopted Budget

Other Financing Sources

Revenue accounted for in Other Financing Sources is generally limited to intra-city transfers from one fund to another. These may be initiated by any department but are subject to approval by the City Council, based on availability of funds as well as the appropriateness of the transfer.

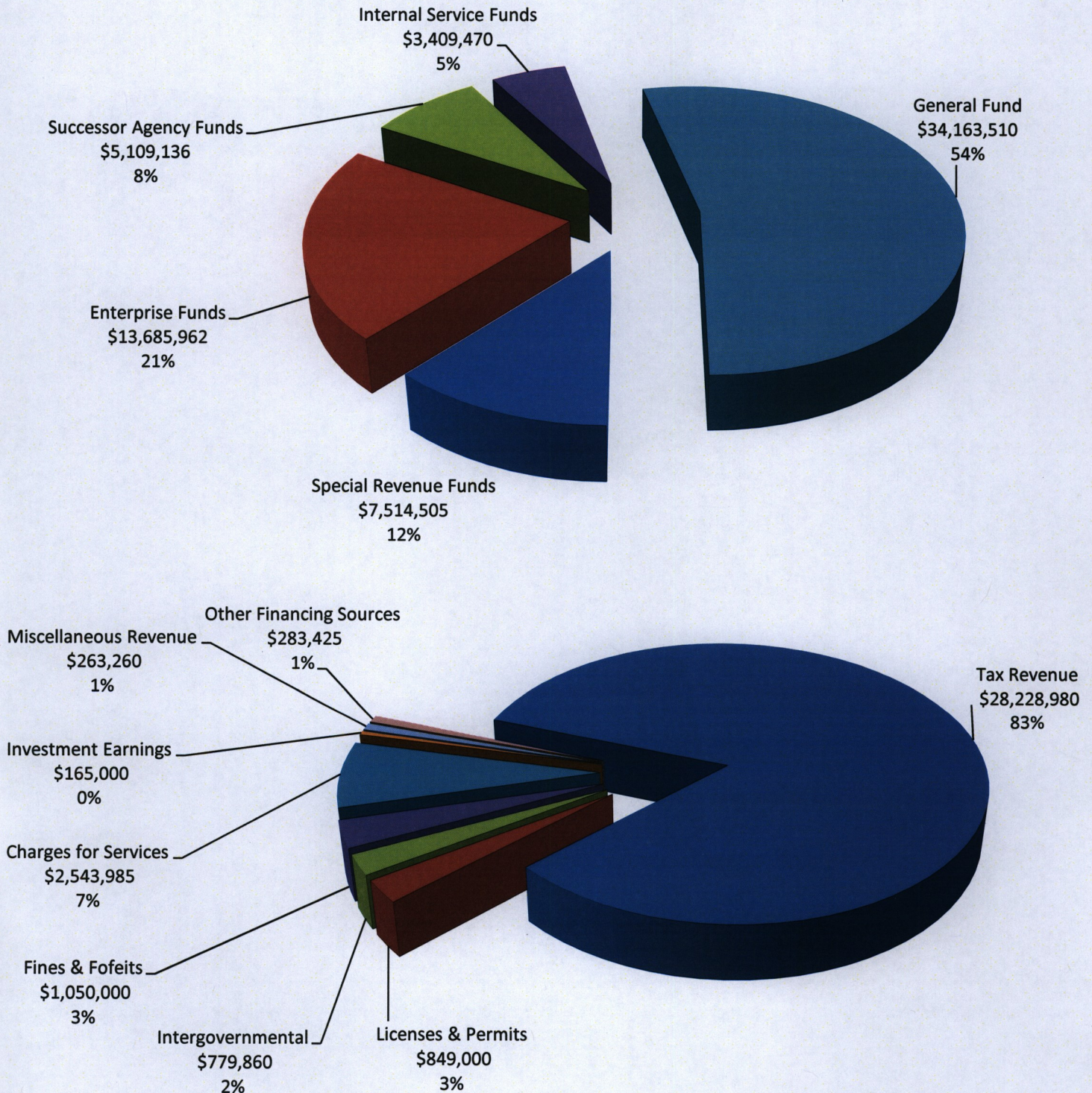


CITY OF COVINA

FY 2016-2017 ADOPTED BUDGET

Total Revenue Sources (Excludes Transfers & Fiduciary Sources)

\$63,882,583



General Fund Revenue Sources

\$34,163,510

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
General Fund (Fund 1010)					
Tax Revenue					
40120	Secured Property Tax-Current	\$5,508,202.71	\$5,507,490.00	\$5,509,644.96	\$5,785,127.00
40140	Unsecured Property Tax-Current	\$303,616.05	\$170,000.00	\$75,000.00	\$170,000.00
40160	Secured/Unsecured-Prior Year	(\$6,819.18)	\$10,000.00	(\$5,000.00)	\$5,000.00
40180	Supplemental Roll-Current Year	\$178,922.76	\$140,000.00	\$150,000.00	\$140,000.00
40185	Supplemental Roll-Prior Year	(\$2,700.22)	\$0.00	\$12,200.00	\$0.00
40187	Property Tax In-Lieu MVL	\$4,056,509.00	\$4,234,180.00	\$4,293,607.00	\$4,423,703.00
40188	Property Tax In-Lieu Sales Tax	\$1,926,538.63	\$1,687,150.00	\$1,815,556.00	\$0.00
40190	Interest on Property Tax	\$25,837.52	\$19,000.00	(\$41,350.00)	\$15,000.00
40195	SB211 Pass-Throughs	\$784,724.02	\$1,261,460.00	\$350,000.00	\$700,000.00
40200	Sales Tax	\$6,569,382.11	\$7,588,050.00	\$8,235,727.00	\$9,156,000.00
40300	Transient Occupancy Tax	\$348,148.09	\$335,000.00	\$419,383.00	\$400,000.00
40400	Property Transfer Tax	\$159,795.36	\$180,000.00	\$209,680.00	\$180,000.00
40500	Business Registration Tax	\$314,415.23	\$480,000.00	\$500,000.00	\$500,000.00
40590	Business Registration Penalty	\$10,615.60	\$11,150.00	\$10,100.00	\$14,150.00
40700	Utility Users Tax	\$5,033,846.11	\$5,200,000.00	\$5,000,000.00	\$5,200,000.00
40820	Franchise Tax-Cable TV	\$182,961.68	\$176,000.00	\$170,000.00	\$170,000.00
40840	Franchise Tax-Electric	\$246,361.53	\$250,000.00	\$250,000.00	\$250,000.00
40860	Franchise Tax-Gas	\$124,421.41	\$125,000.00	\$125,000.00	\$125,000.00
40870	Franchise Tax-Towing	\$203,793.60	\$228,000.00	\$180,000.00	\$220,000.00
40880	Franchise Tax-Refuse	\$597,013.68	\$575,000.00	\$550,000.00	\$575,000.00
40890	Franchise Tax-Other	\$195,178.05	\$200,000.00	\$200,000.00	\$200,000.00
	Total Tax Revenue	\$26,760,763.74	\$28,377,480.00	\$28,009,547.96	\$28,228,980.00
Licenses and Permits					
41100	Animal Licenses	\$75,365.74	\$78,000.00	\$88,954.62	\$84,000.00
41200	Building Permits	\$312,146.85	\$450,000.00	\$375,000.00	\$450,000.00
41220	Electrical Permits	\$132,394.20	\$100,000.00	\$100,000.00	\$100,000.00
41240	Plumbing Permits	\$58,503.30	\$75,000.00	\$80,000.00	\$75,000.00
41260	Mechanical Permits	\$34,898.40	\$50,000.00	\$40,000.00	\$50,000.00
41300	Engineering Permits	\$75,398.39	\$55,000.00	\$90,000.00	\$90,000.00
41990	Permit/Inspection Fees -IWP	\$80.00	\$0.00	\$0.00	\$0.00
	Total Licenses and Permits	\$688,786.88	\$808,000.00	\$773,954.62	\$849,000.00
Intergovernmental					
42100	Homeowners Exemption	\$37,975.74	\$38,000.00	\$38,000.00	\$38,000.00
42105	State Mandated Reimbursement	\$110,078.00	\$58,000.00	\$49,152.21	\$76,860.00
42111	State CAD Reimb	\$0.00	\$79,695.00	\$92,810.00	\$0.00
42113	AB109 Realignment	\$118,595.00	\$110,000.00	\$110,000.00	\$110,000.00
42114	Prop 69-DNA	\$900.00	\$1,000.00	\$300.00	\$1,000.00
42115	Public Safety Augmentation	\$411,237.61	\$325,000.00	\$350,000.00	\$350,000.00
42117	POST Subvention	\$18,185.52	\$35,000.00	\$15,000.00	\$15,000.00
42118	Standards/Training-Corrections	\$5,720.00	\$6,000.00	\$0.00	\$0.00
42130	Vehicle In-Lieu Fees	\$20,375.66	\$21,000.00	\$20,000.00	\$21,000.00
42240	Prop A Discretionary	\$0.00	\$63,830.00	\$487,932.01	\$20,000.00
42500	School District	\$154,088.67	\$105,000.00	\$148,041.78	\$148,000.00
	Total Intergovernmental	\$877,156.20	\$842,525.00	\$1,311,236.00	\$779,860.00
Charges for Services					
43010	Passport Fee	\$6,736.97	\$5,500.00	\$0.00	\$0.00
43011	Passport Photo Fee	\$2,050.00	\$2,000.00	\$0.00	\$0.00
43015	Antenna Rental	\$39,145.41	\$50,000.00	\$50,000.00	\$50,000.00
43020	Returned Ck Fees	\$9,406.99	\$7,000.00	\$8,000.00	\$8,000.00
43022	License Processing Fees	\$115,473.00	\$175,000.00	\$175,000.00	\$175,000.00
43025	Workers Compensation Charges	\$0.00	\$0.00	\$21,000.00	\$0.00
43040	Publication Charges	\$8,100.00	\$7,000.00	\$650.00	\$500.00
43050	Duplicating Charges	\$11,492.73	\$12,000.00	\$300.00	\$0.00
43090	Other General Government Chrg	\$104.24	\$200.00	\$0.00	\$200.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
43101	Police Fee-VIS	\$325.00	\$100.00	\$150.00	\$100.00
43113	Police Fee-VEH	\$1,335.40	\$500.00	\$1,485.00	\$1,200.00
43114	Police Fee-CIT	\$2,570.00	\$5,000.00	\$5,000.00	\$5,000.00
43116	Police Fee-Vehicle Impound	\$19,430.00	\$25,000.00	\$25,000.00	\$25,000.00
43118	Police Fee-TC/Crime Reports	\$852.90	\$1,000.00	\$1,617.00	\$1,000.00
43119	Police Fee-Other	\$70,244.27	\$45,100.00	\$101,570.36	\$53,100.00
43125	Entertainment Fee Revenue	\$0.00	\$0.00	\$0.00	\$0.00
43130	Finger Printing Fees	\$705.00	\$500.00	\$500.00	\$500.00
43140	Alarm Fees	\$117,050.99	\$70,000.00	\$112,578.57	\$100,000.00
43150	Overnight Parking Fees	\$310,421.60	\$330,000.00	\$300,000.00	\$300,000.00
43173	Fire Plan Check	\$4,256.08	\$40,000.00	\$10,000.00	\$10,000.00
43185	Fire Paramedic Pass Through	\$82,947.99	\$80,000.00	\$164,685.00	\$150,000.00
43190	Other Public Safety Charges	\$1,925.00	\$2,000.00	\$1,100.00	\$2,000.00
43200	Sale of Maps and Publications	\$5.60	\$0.00	\$0.00	\$0.00
43250	Engineer Services-Other	\$8,800.00	\$10,000.00	\$14,000.00	\$14,000.00
43290	Other Public Works Charges	\$1,265.00	\$1,000.00	\$1,727.00	\$151,500.00
43311	Community Special Event Fees	\$957.75	\$8,380.00	\$4,587.20	\$10,250.00
43314	Youth Sport Fees	\$69,631.55	\$97,670.00	\$77,667.47	\$94,415.00
43315	Leisure Lifestyle Fees	\$255,809.24	\$245,000.00	\$235,000.00	\$235,000.00
43316	Cultural Excursion Fees	\$18,233.00	\$16,000.00	\$23,028.00	\$20,000.00
43317	Peewee Recreation Fees	\$68,877.10	\$76,180.00	\$80,080.00	\$80,080.00
43318	Youth/Teen Program Fees	\$0.00	\$0.00	\$0.00	\$4,800.00
43320	Park Facilities Fees	\$27,871.90	\$23,500.00	\$25,000.00	\$26,000.00
43326	Field Maintenance Fees	\$8,889.16	\$9,000.00	\$9,000.00	\$0.00
43328	Community Involvement	\$11,860.49	\$11,730.00	\$8,755.00	\$18,000.00
43337	Senior Programs	\$50,439.96	\$52,790.00	\$40,094.31	\$47,840.00
43340	Community Parade	\$5,545.00	\$5,300.00	\$5,415.00	\$5,300.00
43350	Aquatics	\$217,349.53	\$221,930.00	\$214,950.00	\$233,200.00
43380	Library Services	\$1,034.69	\$900.00	\$1,200.00	\$1,000.00
43381	Homework Help	\$703.00	\$750.00	\$958.00	\$800.00
43385	Library Videos	\$9,296.87	\$10,000.00	\$7,000.00	\$7,500.00
43387	Lost/Damaged Book fees	\$3,189.86	\$3,000.00	\$3,051.08	\$3,000.00
43388	Library Late Charges	\$15,699.01	\$15,000.00	\$15,263.31	\$15,000.00
43400	Plan Review	\$351,510.41	\$320,000.00	\$277,000.00	\$330,000.00
43402	Reinspection Fee	\$0.00	\$15,000.00	\$0.00	\$0.00
43410	Zoning and Subdivision Fees	\$416,371.01	\$300,000.00	\$380,000.00	\$350,000.00
43600	Property Rental Fees	\$18,334.54	\$14,700.00	\$15,600.00	\$14,700.00
	Total Charges for Services	\$2,366,248.24	\$2,315,730.00	\$2,418,012.30	\$2,543,985.00
	Fines and Forfeits				
44100	Court Fines	\$80,658.85	\$450,000.00	\$200,000.00	\$200,000.00
44150	Red Light Camera Fines	\$0.00	\$0.00	\$182,769.94	\$400,000.00
44200	Parking Fines	\$477,350.19	\$500,000.00	\$450,000.00	\$450,000.00
	Total Fines and Forfeits	\$558,009.04	\$950,000.00	\$832,769.94	\$1,050,000.00
	Enterprise / Internal Services				
46890	Employee Benefits-Other	\$5,969.47	\$6,040.00	\$0.00	\$0.00
	Total Enterprise / Internal Services	\$5,969.47	\$6,040.00	\$0.00	\$0.00
	Investment Earnings				
47200	Interest on Investments	\$38,065.45	\$50,000.00	\$140,000.00	\$90,000.00
47500	Unrealized Gain (Loss)-Investmt	\$71,861.59	\$75,000.00	\$60,000.00	\$75,000.00
47990	Interest Earnings-Other	\$0.00	\$0.00	\$950.00	\$0.00
	Total Investment Earnings	\$109,927.04	\$125,000.00	\$200,950.00	\$165,000.00
	Miscellaneous Revenue				
48100	Donations and Contributions	\$34,823.95	\$46,100.00	\$33,582.56	\$36,900.00
48780	Late Fees	\$196,245.80	\$176,000.00	\$164,395.00	\$176,000.00
48790	Cash Overage/Shortage	\$40.64	\$0.00	\$181.27	\$0.00
48990	Other	\$84,611.82	\$107,175.00	\$43,185.51	\$50,360.00
	Total Miscellaneous Revenue	\$315,722.21	\$329,275.00	\$241,344.34	\$263,260.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Other Financing Sources					
49110	Transfer-General Fund	\$737,011.00	\$0.00	\$0.00	\$0.00
49120	Transfer-Special Revenue Fund	\$658,503.50	\$122,000.00	\$0.00	\$283,425.00
49170	Transfer-Internal Service Fund	\$1,001,926.00	\$0.00	\$0.00	\$0.00
49700	Sale of Property Proceeds	\$3,503,549.18	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$5,900,989.68	\$122,000.00	\$0.00	\$283,425.00
Total Revenue					
		\$37,583,572.50	\$33,876,050.00	\$33,787,815.16	\$34,163,510.00
Special General Fund (Fund 1060)					
Intergovernmental					
42930	Rule 20A Swap-La Verne	\$0.00	\$0.00	\$1,550,000.00	\$0.00
	Total Intergovernmental	\$0.00	\$0.00	\$1,550,000.00	\$0.00
Total Revenue					
		\$0.00	\$0.00	\$1,550,000.00	\$0.00
Low Mod Housing Asset Fund (Fund 2020)					
Miscellaneous Revenue					
48650	Loan Reimbursements	\$0.00	\$584,289.00	\$584,289.00	\$724,025.00
48660	Advance Reimbursements	\$0.00	\$0.00	(\$504,345.00)	\$1,291,462.00
	Total Miscellaneous Revenue	\$0.00	\$584,289.00	\$79,944.00	\$2,015,487.00
Total Revenue					
		\$0.00	\$584,289.00	\$79,944.00	\$2,015,487.00
CDBG-Bus Assist (Fund 2100)					
Intergovernmental					
42050	Community Development Block Gr	\$388,327.16	\$317,156.00	\$318,474.00	\$777,480.00
	Total Intergovernmental	\$388,327.16	\$317,156.00	\$318,474.00	\$777,480.00
Total Revenue					
		\$388,327.16	\$317,156.00	\$318,474.00	\$777,480.00
SHPMc Gill Grant (Fund 2130)					
Intergovernmental					
42990	Other Governmental Units	\$96,091.00	\$96,060.00	\$96,090.00	\$96,091.00
	Total Intergovernmental	\$96,091.00	\$96,060.00	\$96,090.00	\$96,091.00
Total Revenue					
		\$96,091.00	\$96,060.00	\$96,090.00	\$96,091.00
Bldg Equip Rsrv -Bldg Insp (Fund 2185)					
Charges for Services					
43401	Plan Maint Fee	\$3,083.52	\$0.00	\$3,000.00	\$2,500.00
	Total Charges for Services	\$3,083.52	\$0.00	\$3,000.00	\$2,500.00
Total Revenue					
		\$3,083.52	\$0.00	\$3,000.00	\$2,500.00
Gen Comm Improv -Code Enf (Fund 2188)					
Charges for Services					
43480	Abandoned Property Registratio	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
43485	Rental Inspection Fees	\$106,326.20	\$115,000.00	\$11,000.00	\$0.00
43490	Other Comm Development Charge	\$104,861.10	\$120,000.00	\$3,700.00	\$50,000.00
	Total Charges for Services	\$213,187.30	\$237,000.00	\$16,700.00	\$52,000.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	Fines and Forfeits				
44800	Code Enforcement Fines	\$1,400.00	\$2,000.00	\$14,000.00	\$2,000.00
	Total Fines and Forfeits	\$1,400.00	\$2,000.00	\$14,000.00	\$2,000.00
	Miscellaneous Revenue				
48990	Other	\$100.00	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$100.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$214,687.30	\$239,000.00	\$30,700.00	\$54,000.00
	<i>Inmate Comm-Jail (Fund 2205)</i>				
	Charges for Services				
43121	Inmate Telephone Use Fee	\$1,536.24	\$1,000.00	\$0.00	\$1,000.00
	Total Charges for Services	\$1,536.24	\$1,000.00	\$0.00	\$1,000.00
	Total Revenue	\$1,536.24	\$1,000.00	\$0.00	\$1,000.00
	<i>Red Light Camera-Patrol (Fund 2210)</i>				
	Fines and Forfeits				
44150	Red Light Camera Fines	\$526,017.40	\$0.00	\$0.00	\$0.00
	Total Fines and Forfeits	\$526,017.40	\$0.00	\$0.00	\$0.00
	Total Revenue	\$526,017.40	\$0.00	\$0.00	\$0.00
	<i>Fed Treasury (Fund 2221)</i>				
	Investment Earnings				
47200	Interest on Investments	\$10.11	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$10.11	\$0.00	\$0.00	\$0.00
	Total Revenue	\$10.11	\$0.00	\$0.00	\$0.00
	<i>Fed Justice (Fund 2222)</i>				
	Investment Earnings				
47200	Interest on Investments	\$244.39	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$244.39	\$0.00	\$0.00	\$0.00
	Total Revenue	\$244.39	\$0.00	\$0.00	\$0.00
	<i>Other State-Patrol (Fund 2230)</i>				
	Intergovernmental				
42190	Other State Grants/Subventions	\$0.00	\$153,632.00	\$0.00	\$0.00
	Total Intergovernmental	\$0.00	\$153,632.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$153,632.00	\$0.00	\$0.00
	<i>Supp Law (Fund 2246)</i>				
	Intergovernmental				
42110	Supplemental Law	\$120,848.25	\$100,000.00	\$71,514.10	\$70,000.00
	Total Intergovernmental	\$120,848.25	\$100,000.00	\$71,514.10	\$70,000.00
	Other Financing Sources				
49110	Transfer-General Fund	\$75,000.00	\$55,060.00	\$75,000.00	\$55,060.00
	Total Other Financing Sources	\$75,000.00	\$55,060.00	\$75,000.00	\$55,060.00
	Total Revenue	\$195,848.25	\$155,060.00	\$146,514.10	\$125,060.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Other Federal-Patrol (Fund 2270)					
Intergovernmental					
42090	Other Federal Grants	(\$10,608.08)	\$0.00	\$15,026.97	\$0.00
42990	Other Governmental Units	\$0.00	\$0.00	\$21,557.85	\$0.00
	Total Intergovernmental	(\$10,608.08)	\$0.00	\$36,584.82	\$0.00
	Total Revenue	(\$10,608.08)	\$0.00	\$36,584.82	\$0.00
JAG-Police Invest (Fund 2271)					
Intergovernmental					
42080	JAG Grant	\$12,527.52	\$22,619.00	\$12,678.00	\$12,000.00
	Total Intergovernmental	\$12,527.52	\$22,619.00	\$12,678.00	\$12,000.00
	Total Revenue	\$12,527.52	\$22,619.00	\$12,678.00	\$12,000.00
Traffic Safety-Traffic (Fund 2290)					
Charges for Services					
43116	Police Fee-Vehicle Impound	\$19,866.00	\$25,000.00	\$36,000.00	\$15,000.00
	Total Charges for Services	\$19,866.00	\$25,000.00	\$36,000.00	\$15,000.00
	Total Revenue	\$19,866.00	\$25,000.00	\$36,000.00	\$15,000.00
State Gas Tax (Fund 2300)					
Intergovernmental					
42140	State Gas Tax (2105)	\$294,727.99	\$284,062.00	\$284,062.00	\$305,263.00
42141	State Gas Tax (2106)	\$178,550.52	\$151,251.00	\$151,251.00	\$153,802.00
42143	State Gas Tax (2107)	\$379,536.08	\$388,365.00	\$388,265.00	\$423,907.00
42144	State Gas Tax (2107.5)	\$12,000.00	\$6,000.00	\$6,000.00	\$6,000.00
42145	State Gas Tax(2103)	\$526,091.40	\$225,210.00	\$225,210.00	\$115,280.00
	Total Intergovernmental	\$1,390,905.99	\$1,054,888.00	\$1,054,788.00	\$1,004,252.00
Investment Earnings					
47200	Interest on Investments	\$28,794.64	\$0.00	\$9,900.00	\$0.00
	Total Investment Earnings	\$28,794.64	\$0.00	\$9,900.00	\$0.00
	Total Revenue	\$1,419,700.63	\$1,054,888.00	\$1,064,688.00	\$1,004,252.00
CA Strong Motion (Fund 2360)					
Intergovernmental					
42155	State-Strong Motion Instrument	\$189.13	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$189.13	\$0.00	\$0.00	\$0.00
	Total Revenue	\$189.13	\$0.00	\$0.00	\$0.00
CA Green Bldg (Fund 2370)					
Intergovernmental					
42156	State-Green Building Standards	\$188.21	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$188.21	\$0.00	\$0.00	\$0.00
	Total Revenue	\$188.21	\$0.00	\$0.00	\$0.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Prop A (Fund 2400)					
	Intergovernmental				
42210	Proposition A	\$883,203.30	\$877,945.00	\$877,945.00	\$938,829.00
	Total Intergovernmental	\$883,203.30	\$877,945.00	\$877,945.00	\$938,829.00
	Charges for Services				
43500	Transit Fares	\$3,823.00	\$4,000.00	\$3,400.00	\$4,000.00
43510	EV Charging Station Fees	\$126.18	\$120.00	\$67.00	\$100.00
43550	Transit Parking Permit Fees	\$261,945.39	\$225,000.00	\$200,148.00	\$271,000.00
	Total Charges for Services	\$265,894.57	\$229,120.00	\$203,615.00	\$275,100.00
	Investment Earnings				
47200	Interest on Investments	\$15,907.85	\$7,000.00	\$6,500.00	\$7,000.00
	Total Investment Earnings	\$15,907.85	\$7,000.00	\$6,500.00	\$7,000.00
	Total Revenue	\$1,165,005.72	\$1,114,065.00	\$1,088,060.00	\$1,220,929.00
Prop C (Fund 2405)					
	Intergovernmental				
42220	Proposition C	\$709,834.47	\$728,232.00	\$728,232.00	\$755,824.00
	Total Intergovernmental	\$709,834.47	\$728,232.00	\$728,232.00	\$755,824.00
	Charges for Services				
43600	Property Rental Fees	\$31,200.00	\$31,200.00	\$32,448.00	\$33,000.00
	Total Charges for Services	\$31,200.00	\$31,200.00	\$32,448.00	\$33,000.00
	Investment Earnings				
47200	Interest on Investments	\$16,194.92	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$16,194.92	\$0.00	\$0.00	\$0.00
	Total Revenue	\$757,229.39	\$759,432.00	\$760,680.00	\$788,824.00
TDA (Fund 2407)					
	Intergovernmental				
42122	Bicycle-Pedestrian Grant	\$12,237.25	\$53,600.00	\$100,017.00	\$24,000.00
	Total Intergovernmental	\$12,237.25	\$53,600.00	\$100,017.00	\$24,000.00
	Investment Earnings				
47200	Interest on Investments	\$108.23	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$108.23	\$0.00	\$0.00	\$0.00
	Total Revenue	\$12,345.48	\$53,600.00	\$100,017.00	\$24,000.00
Measure R (Fund 2410)					
	Intergovernmental				
42221	Measure R	\$532,149.74	\$546,181.00	\$546,181.00	\$566,827.00
	Total Intergovernmental	\$532,149.74	\$546,181.00	\$546,181.00	\$566,827.00
	Investment Earnings				
47200	Interest on Investments	\$15,748.42	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$15,748.42	\$0.00	\$0.00	\$0.00
	Other Financing Sources				
49120	Transfer-Special Revenue Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$547,898.16	\$546,181.00	\$546,181.00	\$566,827.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Air Quality (Fund 2500)					
	Intergovernmental				
42900	Motor Vehicle Environmental	\$60,290.99	\$60,000.00	\$60,000.00	\$60,000.00
	Total Intergovernmental	\$60,290.99	\$60,000.00	\$60,000.00	\$60,000.00
Investment Earnings					
47200	Interest on Investments	\$247.30	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$247.30	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue					
48790	Cash Overage/Shortage	(\$1.00)	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	(\$1.00)	\$0.00	\$0.00	\$0.00
	Total Revenue	\$60,537.29	\$60,000.00	\$60,000.00	\$60,000.00
DOC Bev Grant-Env Svc (Fund 2520)					
	Intergovernmental				
42190	Other State Grants/Subventions	\$12,703.00	\$13,000.00	\$13,041.00	\$13,000.00
	Total Intergovernmental	\$12,703.00	\$13,000.00	\$13,041.00	\$13,000.00
	Total Revenue	\$12,703.00	\$13,000.00	\$13,041.00	\$13,000.00
Oil Payment Prog-Env Svc (Fund 2530)					
	Intergovernmental				
42165	Oil Block Grant	\$13,606.00	\$13,800.00	\$13,566.00	\$13,800.00
	Total Intergovernmental	\$13,606.00	\$13,800.00	\$13,566.00	\$13,800.00
	Total Revenue	\$13,606.00	\$13,800.00	\$13,566.00	\$13,800.00
Cultural-Cultural Arts (Fund 2600)					
	Charges for Services				
43311	Community Special Event Fees	\$4,964.00	\$4,920.00	(\$4,920.00)	\$5,200.00
	Total Charges for Services	\$4,964.00	\$4,920.00	(\$4,920.00)	\$5,200.00
	Miscellaneous Revenue				
48100	Donations and Contributions	\$1,976.00	\$840.00	\$0.00	\$2,450.00
	Total Miscellaneous Revenue	\$1,976.00	\$840.00	\$0.00	\$2,450.00
	Total Revenue	\$6,940.00	\$5,760.00	(\$4,920.00)	\$7,650.00
Parking Dist-Prkng (Fund 2700)					
	Tax Revenue				
40120	Secured Property Tax-Current	\$94,245.84	\$60,000.00	\$89,298.00	\$49,078.00
40140	Unsecured Property Tax-Current	\$1,623.44	\$0.00	\$311.00	\$0.00
40160	Secured/Unsecured-Prior Year	\$1,636.36	\$0.00	\$43.00	\$0.00
40180	Supplemental Roll-Current Year	\$3,487.74	\$0.00	\$154.00	\$0.00
40185	Supplemental Roll-Prior Year	\$0.61	\$0.00	\$0.00	\$0.00
40190	Interest on Property Tax	\$516.53	\$0.00	\$1,852.00	\$1,000.00
	Total Tax Revenue	\$101,510.52	\$60,000.00	\$91,658.00	\$50,078.00
	Intergovernmental				
42100	Homeowners Exemption	\$11.55	\$0.00	\$5.00	\$5.00
	Total Intergovernmental	\$11.55	\$0.00	\$5.00	\$5.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	Charges for Services				
43280	Parking Permit Fees	\$35,312.00	\$30,000.00	\$30,000.00	\$30,000.00
43510	EV Charging Station Fees	\$806.81	\$500.00	\$500.00	\$500.00
43600	Property Rental Fees	\$46,200.00	\$42,000.00	\$46,200.00	\$46,200.00
	Total Charges for Services	\$82,318.81	\$72,500.00	\$76,700.00	\$76,700.00
	Total Revenue	\$183,840.88	\$132,500.00	\$168,363.00	\$126,783.00
	<i>Lighting Dist (Fund 2710)</i>				
	Special Assessments				
45300	Street Lighting	\$126,262.79	\$122,500.00	\$125,464.00	\$125,526.00
	Total Special Assessments	\$126,262.79	\$122,500.00	\$125,464.00	\$125,526.00
	Other Financing Sources				
49110	Transfer-General Fund	\$75,000.00	\$125,000.00	\$75,000.00	\$125,000.00
	Total Other Financing Sources	\$75,000.00	\$125,000.00	\$75,000.00	\$125,000.00
	Total Revenue	\$201,262.79	\$247,500.00	\$200,464.00	\$250,526.00
	<i>Lanscape Dist-St Trees (Fund 2720)</i>				
	Special Assessments				
45250	Street Landscaping	\$161,429.28	\$160,000.00	\$200,000.00	\$174,114.00
	Total Special Assessments	\$161,429.28	\$160,000.00	\$200,000.00	\$174,114.00
	Total Revenue	\$161,429.28	\$160,000.00	\$200,000.00	\$174,114.00
	<i>Cam Fac-Public Service (Fund 2740)</i>				
	Special Assessments				
45800	Community Facilities Dist.	\$60,961.39	\$89,000.00	\$60,932.00	\$68,252.00
	Total Special Assessments	\$60,961.39	\$89,000.00	\$60,932.00	\$68,252.00
	Total Revenue	\$60,961.39	\$89,000.00	\$60,932.00	\$68,252.00
	<i>Shap Dist-Prkng (Fund 2750)</i>				
	Tax Revenue				
40500	Business Registration Tax	\$1,598.75	\$3,000.00	\$3,000.00	\$3,000.00
	Total Tax Revenue	\$1,598.75	\$3,000.00	\$3,000.00	\$3,000.00
	Charges for Services				
43280	Parking Permit Fees	\$6,160.00	\$5,000.00	\$4,306.00	\$4,500.00
	Total Charges for Services	\$6,160.00	\$5,000.00	\$4,306.00	\$4,500.00
	Total Revenue	\$7,758.75	\$8,000.00	\$7,306.00	\$7,500.00
	<i>Literacy-Lib Svc (Fund 2800)</i>				
	Intergovernmental				
42090	Other Federal Grants	\$1,000.00	\$0.00	\$97.10	\$0.00
42186	Library Literacy Grant	\$25,862.00	\$31,372.00	\$31,372.00	\$16,000.00
	Total Intergovernmental	\$26,862.00	\$31,372.00	\$31,469.10	\$16,000.00
	Miscellaneous Revenue				
48100	Donations and Contributions	\$8,197.00	\$4,500.00	\$4,500.00	\$4,500.00
	Total Miscellaneous Revenue	\$8,197.00	\$4,500.00	\$4,500.00	\$4,500.00
	Total Revenue	\$35,059.00	\$35,872.00	\$35,969.10	\$20,500.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Workforce-Lib Svc (Fund 2807)					
Intergovernmental					
42186	Library Literacy Grant	\$17,466.00	\$0.00	\$0.00	\$0.00
42190	Other State Grants/Subventions	\$3,138.00	\$20,858.00	\$20,858.00	\$10,000.00
	Total Intergovernmental	\$20,604.00	\$20,858.00	\$20,858.00	\$10,000.00
	Total Revenue	\$20,604.00	\$20,858.00	\$20,858.00	\$10,000.00
Library Rsrvc-Lib Svc (Fund 2810)					
Charges for Services					
43380	Library Services	\$7,640.00	\$5,000.00	\$9,000.00	\$8,000.00
	Total Charges for Services	\$7,640.00	\$5,000.00	\$9,000.00	\$8,000.00
	Total Revenue	\$7,640.00	\$5,000.00	\$9,000.00	\$8,000.00
Library Services (Fund 2830)					
Intergovernmental					
42600	Other Grants	\$1,000.00	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$1,000.00	\$0.00	\$0.00	\$0.00
Miscellaneous Revenue					
48500	Private Grants	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
	Total Miscellaneous Revenue	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00
	Total Revenue	\$2,000.00	\$1,000.00	\$1,000.00	\$0.00
PEG-Public Info (Fund 2890)					
Miscellaneous Revenue					
48400	Public Education in Government	\$69,525.45	\$66,000.00	\$45,000.00	\$66,000.00
	Total Miscellaneous Revenue	\$69,525.45	\$66,000.00	\$45,000.00	\$66,000.00
	Total Revenue	\$69,525.45	\$66,000.00	\$45,000.00	\$66,000.00
Canine Unit (Fund 2923)					
Miscellaneous Revenue					
48100	Donations and Contributions	\$20,185.00	\$0.00	\$10,125.00	\$0.00
	Total Miscellaneous Revenue	\$20,185.00	\$0.00	\$10,125.00	\$0.00
	Total Revenue	\$20,185.00	\$0.00	\$10,125.00	\$0.00
Explore Don-Crime Prevent (Fund 2927)					
Miscellaneous Revenue					
48100	Donations and Contributions	\$2,000.00	\$0.00	\$5,376.00	\$0.00
	Total Miscellaneous Revenue	\$2,000.00	\$0.00	\$5,376.00	\$0.00
	Total Revenue	\$2,000.00	\$0.00	\$5,376.00	\$0.00
Teen Prog-Rec Svc (Fund 2958)					
Miscellaneous Revenue					
48100	Donations and Contributions	\$0.00	\$780.00	\$272.00	\$780.00
	Total Miscellaneous Revenue	\$0.00	\$780.00	\$272.00	\$780.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	Total Revenue	\$0.00	\$780.00	\$272.00	\$780.00
	<i>Parks-Cultural Arts (Fund 2960)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$0.00	\$200.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$0.00	\$200.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$200.00	\$0.00	\$0.00
	<i>War Memorial-Park Admin (Fund 2961)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$2,960.25	\$0.00	\$9,210.00	\$0.00
	Total Miscellaneous Revenue	\$2,960.25	\$0.00	\$9,210.00	\$0.00
	Total Revenue	\$2,960.25	\$0.00	\$9,210.00	\$0.00
	<i>Youth Donation-Rec Svc (Fund 2965)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$1,224.60	\$1,000.00	\$1,000.00	\$1,000.00
	Total Miscellaneous Revenue	\$1,224.60	\$1,000.00	\$1,000.00	\$1,000.00
	Total Revenue	\$1,224.60	\$1,000.00	\$1,000.00	\$1,000.00
	<i>Web Berger-Comm Rel (Fund 2967)</i>				
	Charges for Services				
43305	Volunteer Service Fees	\$2,678.75	\$3,100.00	(\$3,348.75)	\$3,100.00
	Total Charges for Services	\$2,678.75	\$3,100.00	(\$3,348.75)	\$3,100.00
	Miscellaneous Revenue				
48100	Donations and Contributions	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	Total Miscellaneous Revenue	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
	Total Revenue	\$7,678.75	\$8,100.00	\$1,651.25	\$8,100.00
	<i>Senior Fund-Senior Svc (Fund 2968)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$160.00	\$2,600.00	\$0.00	\$1,200.00
	Total Miscellaneous Revenue	\$160.00	\$2,600.00	\$0.00	\$1,200.00
	Total Revenue	\$160.00	\$2,600.00	\$0.00	\$1,200.00
	<i>Grandmothers-Senior Svc (Fund 2969)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$1,403.00	\$2,310.00	\$0.00	\$1,500.00
48990	Other	\$349.00	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$1,752.00	\$2,310.00	\$0.00	\$1,500.00
	Total Revenue	\$1,752.00	\$2,310.00	\$0.00	\$1,500.00
	<i>Donation-Lib Svc (Fund 2970)</i>				
	Miscellaneous Revenue				
48100	Donations and Contributions	\$20,746.80	\$26,510.00	\$20,000.00	(\$27,650.00)
	Total Miscellaneous Revenue	\$20,746.80	\$26,510.00	\$20,000.00	(\$27,650.00)
	Total Revenue	\$20,746.80	\$26,510.00	\$20,000.00	(\$27,650.00)

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
General CIP-Civic Center (Fund 4010)					
Other Financing Sources					
49110	Transfer-General Fund	\$175,961.56	\$0.00	\$0.00	\$0.00
49120	Transfer-Special Revenue Fund	\$191,000.00	\$58,098.00	\$0.00	\$0.00
49140	Transfer-Capital Projects Fund	\$121,643.20	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$488,604.76	\$58,098.00	\$0.00	\$0.00
Total Revenue					
		\$488,604.76	\$58,098.00	\$0.00	\$0.00
Banna Park Open Space (Fund 4050)					
Other Financing Sources					
49110	Transfer-General Fund	\$0.00	\$1,091,864.00	\$0.00	\$0.00
49115	Transfer-Special General fund	\$0.00	\$550,000.00	\$0.00	\$0.00
49120	Transfer-Special Revenue Fund	\$0.00	\$556,000.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$2,197,864.00	\$0.00	\$0.00
Total Revenue					
		\$0.00	\$2,197,864.00	\$0.00	\$0.00
Covino ITEC Project fund (Fund 4060)					
Other Financing Sources					
49115	Transfer-Special General fund	\$0.00	\$75,000.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$75,000.00	\$0.00	\$0.00
Total Revenue					
		\$0.00	\$75,000.00	\$0.00	\$0.00
Transp-Streets (Fund 4300)					
Intergovernmental					
42040	Surface Transportation Prog Gr	\$78.41	\$0.00	\$0.00	\$0.00
42090	Other Federal Grants	\$74,982.86	\$0.00	\$0.00	\$0.00
42190	Other State Grants/Subventions	\$0.00	\$42,550.00	\$0.00	\$0.00
	Total Intergovernmental	\$75,061.27	\$42,550.00	\$0.00	\$0.00
Other Financing Sources					
49120	Transfer-Special Revenue Fund	\$842,346.25	\$535,589.84	\$1,155,187.00	\$0.00
	Total Other Financing Sources	\$842,346.25	\$535,589.84	\$1,155,187.00	\$0.00
Total Revenue					
		\$917,407.52	\$578,139.84	\$1,155,187.00	\$0.00
Park Improv (Fund 4600)					
Intergovernmental					
42070	FEMA Grant	(\$15,115.49)	\$79,611.25	\$0.00	\$0.00
42177	State Park Grant	\$589,952.48	\$0.00	\$0.00	\$0.00
	Total Intergovernmental	\$574,836.99	\$79,611.25	\$0.00	\$0.00
Miscellaneous Revenue					
48990	Other	\$298,881.85	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$298,881.85	\$0.00	\$0.00	\$0.00
Other Financing Sources					
49115	Transfer-Special General fund	\$0.00	\$500,000.00	\$0.00	\$0.00
49140	Transfer-Capital Projects Fund	\$0.00	\$0.00	\$0.00	\$578,450.00
	Total Other Financing Sources	\$0.00	\$500,000.00	\$0.00	\$578,450.00
Total Revenue					
		\$873,718.84	\$579,611.25	\$0.00	\$578,450.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
<i>Kahler Russ (Fund 4630)</i>					
Investment Earnings					
47200	Interest on Investments	\$0.00	\$0.00	\$1,200.00	\$1,200.00
	Total Investment Earnings	\$0.00	\$0.00	\$1,200.00	\$1,200.00
	Total Revenue	\$0.00	\$0.00	\$1,200.00	\$1,200.00
<i>Joslyn Center Reconstruction (Fund 4640)</i>					
Miscellaneous Revenue					
48100	Donations and Contributions	\$0.00	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$0.00	\$0.00	\$0.00	\$0.00
<i>Impact General (Fund 4701)</i>					
Charges for Services					
43095	Development Impct Fee Genl Gov	\$537.60	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$537.60	\$0.00	\$0.00	\$0.00
	Total Revenue	\$537.60	\$0.00	\$0.00	\$0.00
<i>Impact-Police Admin (Fund 4703)</i>					
Charges for Services					
43155	Development Impact Fee-Police	\$495.60	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$495.60	\$0.00	\$0.00	\$0.00
	Total Revenue	\$495.60	\$0.00	\$0.00	\$0.00
<i>Impact-Streets (Fund 4705)</i>					
Charges for Services					
43263	Development Impct Fee-Streets	\$16,237.20	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$16,237.20	\$0.00	\$0.00	\$0.00
	Total Revenue	\$16,237.20	\$0.00	\$0.00	\$0.00
<i>Impact Fire (Fund 4706)</i>					
Charges for Services					
43180	Development Impct Fee-Fire	\$238.00	\$0.00	\$0.00	\$0.00
	Total Charges for Services	\$238.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$238.00	\$0.00	\$0.00	\$0.00
<i>Water (Fund 6010)</i>					
Enterprise / Internal Services					
46100	Water Sales-Retail	\$10,408,853.04	\$8,900,000.00	\$8,791,099.00	\$8,800,000.00
46120	Fire Line	\$308,183.56	\$250,000.00	\$276,174.00	\$275,000.00
46150	Water Capital Fees	\$0.00	\$0.00	\$0.00	\$0.00
46160	Water Meter Installation Fees	\$60,188.97	\$20,000.00	\$19,760.00	\$0.00
46165	Water Reconnection Fees	\$24,520.00	\$29,000.00	\$28,320.00	\$28,000.00
46185	Leased Water Rights	\$0.00	\$500,000.00	\$0.00	\$0.00
46190	Water-Other	\$95,034.02	\$80,000.00	\$76,928.00	\$72,500.00
	Total Enterprise / Internal Services	\$10,896,779.59	\$9,779,000.00	\$9,192,281.00	\$9,175,500.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
Investment Earnings					
47200	Interest on Investments	\$1,029.77	\$0.00	\$35,000.00	\$35,000.00
47410	Interest on Advances-Genl Fund	\$0.00	\$0.00	\$0.00	\$0.00
47510	UnrealizedGain(Loss)-CIC	\$2,108.58	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$3,138.35	\$0.00	\$35,000.00	\$35,000.00
Miscellaneous Revenue					
48790	Cash Overage/Shortage	\$16.11	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$16.11	\$0.00	\$0.00	\$0.00
	Total Revenue	\$10,899,934.05	\$9,779,000.00	\$9,227,281.00	\$9,210,500.00
Water CIP-Praduction (Fund 6011)					
Enterprise / Internal Services					
46150	Water Capital Fees	\$452,466.61	\$435,000.00	\$400,000.00	\$435,000.00
	Total Enterprise / Internal Services	\$452,466.61	\$435,000.00	\$400,000.00	\$435,000.00
	Total Revenue	\$452,466.61	\$435,000.00	\$400,000.00	\$435,000.00
Environ (Fund 6200)					
Licenses and Permits					
41190	Application Fee - IWP	\$11,807.00	\$8,000.00	\$12,650.00	\$8,000.00
41990	Permit/Inspection Fees -IWP	\$116,181.18	\$126,100.00	\$137,430.00	\$128,120.00
	Total Licenses and Permits	\$127,988.18	\$134,100.00	\$150,080.00	\$136,120.00
Charges for Services					
43262	Storm Water Inspection Fee	\$10,950.16	\$8,000.00	\$10,700.00	\$12,000.00
43400	Plan Review	\$7,628.70	\$5,000.00	\$4,206.00	\$5,000.00
	Total Charges for Services	\$18,578.86	\$13,000.00	\$14,906.00	\$17,000.00
Enterprise / Internal Services					
46310	Refuse Collection Fees	\$977.95	\$0.00	\$171.00	\$0.00
46315	Integrated Waste Fee	\$777,138.41	\$460,000.00	\$785,000.00	\$712,000.00
46330	Recycling - MRF	\$110,122.11	\$115,000.00	\$60,620.00	\$50,000.00
46350	CRV Rebate	\$3,464.96	\$3,000.00	\$4,180.00	\$3,500.00
46380	CNG Station Charge In-House	\$442.63	\$500.00	\$361.00	\$500.00
46381	CNG Station Charge Outside	\$71,595.57	\$70,000.00	\$70,000.00	\$70,000.00
46382	Fed Alternative Fuel Credit	\$12,028.34	\$0.00	\$13,303.00	\$7,500.00
46385	Storm Water Inspection Fee	\$36,567.25	\$35,000.00	\$33,000.00	\$35,000.00
46387	NPDES Environmental Compliance	\$81,150.00	\$85,000.00	\$78,600.00	\$80,000.00
46390	Waste Management-Other	\$163.75	\$0.00	\$30.00	\$0.00
	Total Enterprise / Internal Services	\$1,093,650.97	\$768,500.00	\$1,045,265.00	\$958,500.00
Miscellaneous Revenue					
48500	Private Grants	\$50.96	\$0.00	\$0.00	\$0.00
48790	Cash Overage/Shortage	\$9.00	\$0.00	\$0.00	\$0.00
48990	Other	\$39.18	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$99.14	\$0.00	\$0.00	\$0.00
	Total Revenue	\$1,240,317.15	\$915,600.00	\$1,210,251.00	\$1,111,620.00
Sewer (Fund 6300)					
Special Assessments					
45700	Sanitary Sewer	\$2,593,325.88	\$2,150,000.00	\$2,635,587.00	\$2,698,842.00
	Total Special Assessments	\$2,593,325.88	\$2,150,000.00	\$2,635,587.00	\$2,698,842.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
	Investment Earnings				
47200	Interest on Investments	\$17,861.98	\$0.00	\$220,000.00	\$220,000.00
47500	Unrealized Gain (Loss)-Investmt	\$437.59	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$18,299.57	\$0.00	\$220,000.00	\$220,000.00
	Miscellaneous Revenue				
48795	Connection Fees	\$1,676.70	\$0.00	\$14,220.00	\$10,000.00
48990	Other	\$1,315.76	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$2,992.46	\$0.00	\$14,220.00	\$10,000.00
	Total Revenue	\$2,614,617.91	\$2,150,000.00	\$2,869,807.00	\$2,928,842.00
	Central (Fund 7010)				
	Enterprise / Internal Services				
46400	Motor Pool Charges	\$1,135,332.00	\$199,924.00	\$199,924.00	\$228,925.00
46430	Fuel Charges- Outside Sales	\$101,921.95	\$135,000.00	\$72,486.00	\$71,500.00
	Total Enterprise / Internal Services	\$1,237,253.95	\$334,924.00	\$272,410.00	\$300,425.00
	Investment Earnings				
47200	Interest on Investments	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
	Total Investment Earnings	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00
	Miscellaneous Revenue				
48700	Gain on Sale of Property	\$17,260.76	\$0.00	\$32,550.00	\$0.00
48900	Internal Service Charges	\$0.00	\$1,181,467.00	\$843,540.00	\$803,384.00
48990	Other	\$1,165.56	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$18,426.32	\$1,181,467.00	\$876,090.00	\$803,384.00
	Total Revenue	\$1,255,680.27	\$1,519,391.00	\$1,151,500.00	\$1,106,809.00
	IT-IT Admin (Fund 7200)				
	Miscellaneous Revenue				
48900	Internal Service Charges	\$0.00	\$1,575,104.00	\$1,575,104.00	\$1,575,104.00
48990	Other	\$213.50	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$213.50	\$1,575,104.00	\$1,575,104.00	\$1,575,104.00
	Other Financing Sources				
49110	Transfer-General Fund	\$0.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$0.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$213.50	\$1,575,104.00	\$1,575,104.00	\$1,575,104.00
	Work Comp Reserve (Fund 7360)				
	Charges for Services				
43025	Workers Compensation Charges	\$39.10	\$0.00	\$28,742.00	\$0.00
	Total Charges for Services	\$39.10	\$0.00	\$28,742.00	\$0.00
	Miscellaneous Revenue				
48900	Internal Service Charges	\$0.00	\$448,161.00	\$448,161.00	\$448,161.00
	Total Miscellaneous Revenue	\$0.00	\$448,161.00	\$448,161.00	\$448,161.00
	Other Financing Sources				
49110	Transfer-General Fund	\$1,256,345.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$1,256,345.00	\$0.00	\$0.00	\$0.00
	Total Revenue	\$1,256,384.10	\$448,161.00	\$476,903.00	\$448,161.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
<i>Risk Mgt-Public Liability (Fund 7370)</i>					
	Charges for Services				
43026	Property Damage Charges	\$66,961.52	\$35,000.00	\$0.00	\$35,000.00
	Total Charges for Services	\$66,961.52	\$35,000.00	\$0.00	\$35,000.00
<i>Enterprise / Internal Services</i>					
46755	Event Insurance	\$2,621.00	\$0.00	\$0.00	\$0.00
	Total Enterprise / Internal Services	\$2,621.00	\$0.00	\$0.00	\$0.00
<i>Miscellaneous Revenue</i>					
48900	Internal Service Charges	\$0.00	\$244,396.00	\$244,396.00	\$244,396.00
	Total Miscellaneous Revenue	\$0.00	\$244,396.00	\$244,396.00	\$244,396.00
	Total Revenue	\$69,582.52	\$279,396.00	\$244,396.00	\$279,396.00
<i>Downtown District (Fund 8186)</i>					
	Tax Revenue				
40540	Business Registration Downtown	\$9,216.00	\$0.00	\$8,750.00	\$8,750.00
	Total Tax Revenue	\$9,216.00	\$0.00	\$8,750.00	\$8,750.00
	Total Revenue	\$9,216.00	\$0.00	\$8,750.00	\$8,750.00
<i>Prospero Park District (Fund 8187)</i>					
	Tax Revenue				
40550	Business Registration Prospero	\$7,250.00	\$0.00	\$9,000.00	\$9,000.00
	Total Tax Revenue	\$7,250.00	\$0.00	\$9,000.00	\$9,000.00
	Total Revenue	\$7,250.00	\$0.00	\$9,000.00	\$9,000.00
<i>SACRA LMIH Project Area 1 (Fund S051)</i>					
	Other Financing Sources				
49181	Transfer from SACRA RORF	\$389,563.75	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$389,563.75	\$0.00	\$0.00	\$0.00
	Total Revenue	\$389,563.75	\$0.00	\$0.00	\$0.00
<i>SACRA 2004 Bond Private (Fund S055)</i>					
	Investment Earnings				
47200	Interest on Investments	\$1,858.73	\$0.00	\$1,800.00	\$1,800.00
	Total Investment Earnings	\$1,858.73	\$0.00	\$1,800.00	\$1,800.00
	Total Revenue	\$1,858.73	\$0.00	\$1,800.00	\$1,800.00
<i>SACRA RDA Obligation Retirement (Fund S300)</i>					
	Tax Revenue				
40198	County Pass-Through	\$5,993,510.00	\$250,000.00	\$7,676,927.00	\$250,000.00
	Total Tax Revenue	\$5,993,510.00	\$250,000.00	\$7,676,927.00	\$250,000.00
	Total Revenue	\$5,993,510.00	\$250,000.00	\$7,676,927.00	\$250,000.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
SACRA Tax Alloc-Debt Area 2 (Fund S302)					
Other Financing Sources					
49181	Transfer from SACRA RORF	\$118,772.00	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$118,772.00	\$0.00	\$0.00	\$0.00
Total Revenue					
		\$118,772.00	\$0.00	\$0.00	\$0.00
SACRA Project Area 1 Admin (Fund S511)					
Other Financing Sources					
49180	Transfer-Trust/Agency Fund	\$0.00	\$3,851,541.00	\$0.00	\$3,851,541.00
49181	Transfer from SACRA RORF	\$878,795.15	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$878,795.15	\$3,851,541.00	\$0.00	\$3,851,541.00
Total Revenue					
		\$878,795.15	\$3,851,541.00	\$0.00	\$3,851,541.00
SACRA 2002 Bond Public PA1 (Fund S513)					
Investment Earnings					
47200	Interest on Investments	\$1,116.75	\$0.00	\$0.00	\$800.00
	Total Investment Earnings	\$1,116.75	\$0.00	\$0.00	\$800.00
Other Financing Sources					
49130	Transfer-Debt Service Fund	\$1,289,268.03	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$1,289,268.03	\$0.00	\$0.00	\$0.00
Total Revenue					
		\$1,290,384.78	\$0.00	\$0.00	\$800.00
SACRA 2004 Bond Private PA1 (Fund S514)					
Investment Earnings					
47200	Interest on Investments	\$13,618.91	\$0.00	\$0.00	\$18,000.00
	Total Investment Earnings	\$13,618.91	\$0.00	\$0.00	\$18,000.00
Other Financing Sources					
49130	Transfer-Debt Service Fund	\$139,654.97	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$139,654.97	\$0.00	\$0.00	\$0.00
Total Revenue					
		\$153,273.88	\$0.00	\$0.00	\$18,000.00
SACRA Land Proceeds-PA 1&2 (Fund S531)					
Charges for Services					
43600	Property Rental Fees	\$744,426.15	\$732,995.00	\$547,510.00	\$732,995.00
	Total Charges for Services	\$744,426.15	\$732,995.00	\$547,510.00	\$732,995.00
Investment Earnings					
47200	Interest on Investments	\$15,609.35	\$0.00	\$0.00	\$4,000.00
47500	Unrealized Gain (Loss)-Investmt	\$30,735.12	\$11,850.00	\$0.00	\$0.00
	Total Investment Earnings	\$46,344.47	\$11,850.00	\$0.00	\$4,000.00
Other Financing Sources					
49180	Transfer-Trust/Agency Fund	\$2,385,137.47	\$0.00	\$0.00	\$0.00
	Total Other Financing Sources	\$2,385,137.47	\$0.00	\$0.00	\$0.00
Total Revenue					
		\$3,175,908.09	\$744,845.00	\$547,510.00	\$736,995.00

CITY OF COVINA, CALIFORNIA
Revenues by Fund and Sources

Acct No.	Fund and Description	2015 ACTUAL	2016 REVISED BUD	2016 PROJECTION	2017 REQUESTED
SACRA Administration (Fund SADM)					
Miscellaneous Revenue					
48990	Other	\$6,100.24	\$0.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$6,100.24	\$0.00	\$0.00	\$0.00
Other Financing Sources					
49181	Transfer from SACRA RORF	\$237,485.25	\$250,000.00	\$250,000.00	\$250,000.00
	Total Other Financing Sources	\$237,485.25	\$250,000.00	\$250,000.00	\$250,000.00
	Total Revenue	\$243,585.49	\$250,000.00	\$250,000.00	\$250,000.00
Post Employment Benefits (Fund T800)					
Investment Earnings					
47200	Interest on Investments	\$7,859.11	\$0.00	\$0.00	\$0.00
	Total Investment Earnings	\$7,859.11	\$0.00	\$0.00	\$0.00
	Total Revenue	\$7,859.11	\$0.00	\$0.00	\$0.00
	Grand Total of Revenues for All Funds	\$76,190,747.87	\$65,584,573.09	\$67,341,255.43	\$64,479,983.00

CITY-WIDE EXPENDITURE BUDGET SUMMARIES

This section provides information about City expenditures. They are basically divided into related departmental groupings and show a multi-year history of operating expenditures. This information is then summarized and presented in a pie chart format depicting the total City expenditures by fund type and a similar chart depicting only the General Fund expenditure appropriations.

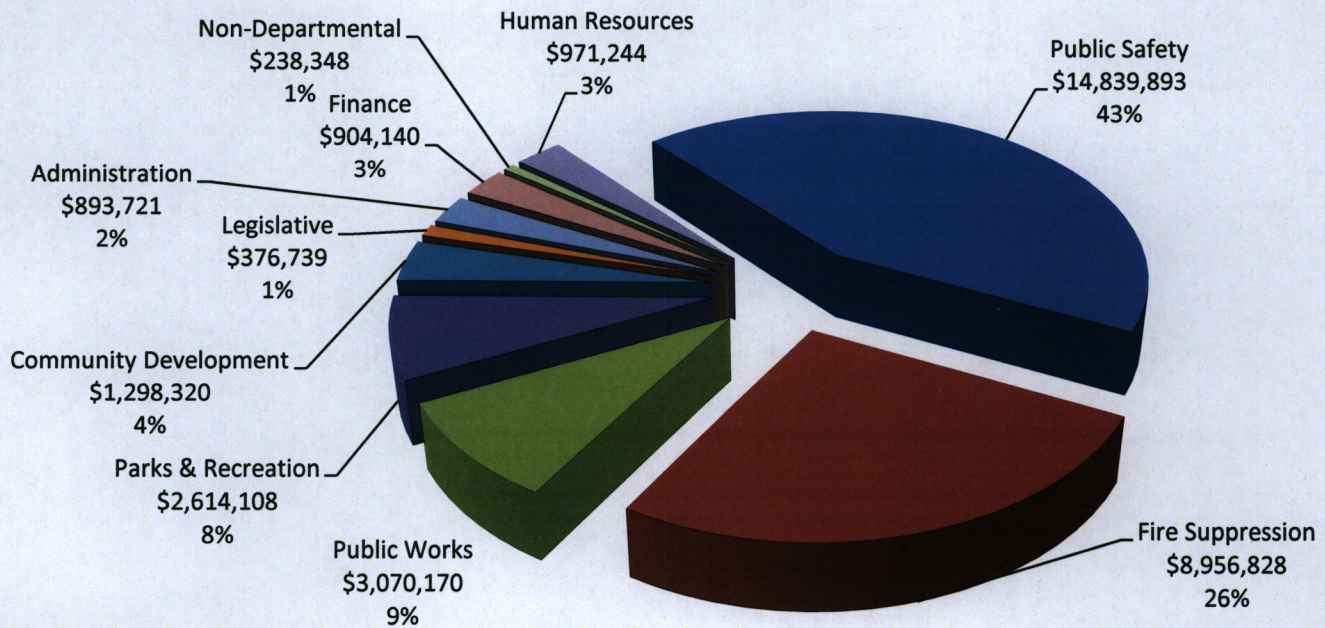
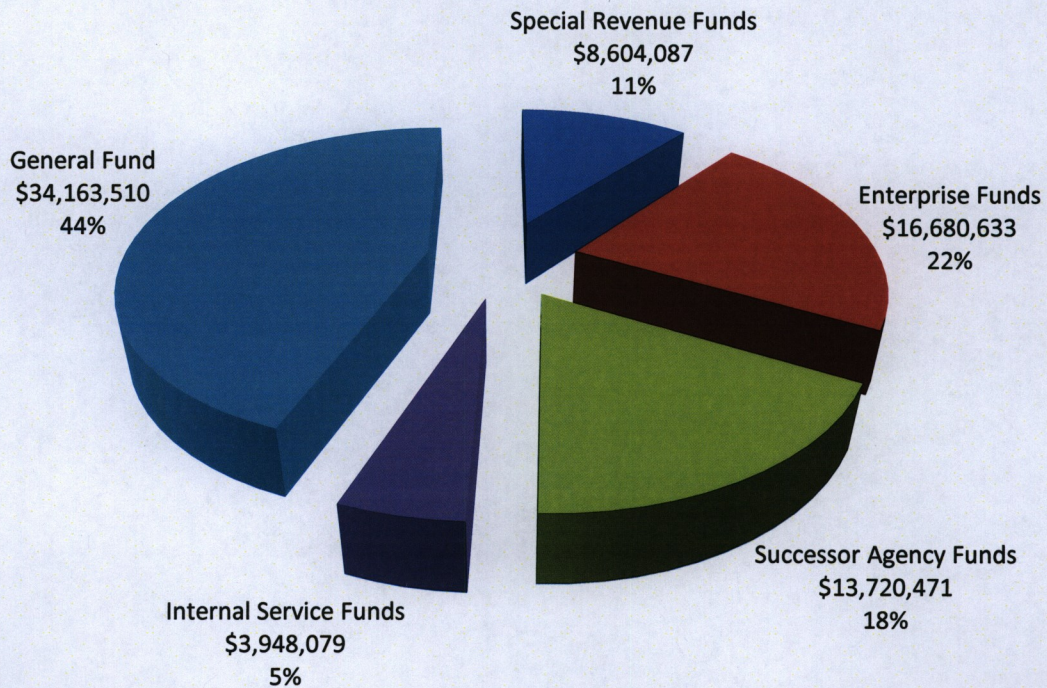


CITY OF COVINA

FY 2016-2017 ADOPTED BUDGET

Total Expenditure Sources (Excludes Transfers & Fiduciary Sources)

\$77,116,780



General Fund Expenditure Sources

\$34,163,510

City of Covina
City-Wide Expenditure Summary
FY 2016-2017

Fund	Name	2015 ACTUAL	2016 REVISED	2016 PROJECTED	2017 ADOPTED
1010	General	\$34,186,862.02	\$35,689,358.07	\$34,187,125.92	\$34,110,635.00
1060	Special General Fund	\$0.00	\$1,125,000.00	\$0.00	\$52,875.00
1095	Gen Emergency Reserve	\$737,011.00	\$0.00	\$0.00	\$0.00
2020	Low Mod Housing Asset Fund	\$6,271.98	\$217,391.00	\$46,690.00	\$379,355.00
2100	CDBG-Bus Assist	\$388,378.01	\$317,156.00	\$117,009.00	\$777,480.00
2130	SHPMc Gill Grant	\$96,092.96	\$96,090.00	\$107,490.00	\$96,091.00
2185	Bldg Equip Rsrv -Bldg Insp	\$0.00	\$42,000.00	\$42,000.00	\$42,000.00
2188	Gen Comm Improv -Code Enf	\$442,238.14	\$201,530.00	\$443,552.00	\$201,530.00
2200	Police Computer Svcs	\$40,000.00	\$0.00	\$40,000.00	\$0.00
2210	Red Light Camera-Patrol	\$410,409.00	\$0.00	\$0.00	\$283,425.00
2222	Fed Justice	\$0.00	\$10,000.00	\$0.00	\$0.00
2230	Other State-Patrol	\$2,098.24	\$153,632.00	\$40,000.00	\$40,000.00
2246	Supp Law	\$181,380.48	\$155,060.00	\$169,790.00	\$124,550.00
2270	Other Federal-Patrol	\$4,888.93	\$0.00	\$0.00	\$0.00
2271	JAG-Police Invest	\$10,113.14	\$22,614.00	\$7,406.00	\$25,907.00
2290	Traffic Safety-Traffic	\$60,000.00	\$0.00	\$60,000.00	\$0.00
2300	State Gas Tax	\$1,746,634.10	\$672,220.00	\$660,440.00	\$2,315,342.00
2400	Prop A	\$1,020,243.28	\$1,132,344.00	\$762,275.00	\$1,114,743.34
2405	Prop C	\$698,246.24	\$159,070.00	\$540,881.00	\$1,450,890.00
2407	TDA	\$0.00	\$100,018.00	\$100,017.00	\$24,000.00
2410	Measure R	\$492,467.94	\$890,739.59	\$623,381.00	\$846,060.00
2500	Air Quality	\$6,155.98	\$13,235.00	\$6,665.00	\$38,270.00
2520	DOC Bev Grant-Env Svc	\$840.00	\$28,118.00	\$618.00	\$13,618.00
2530	Oil Payment Prog-Env Svc	\$24,759.00	\$14,194.00	\$14,194.00	\$14,194.00
2600	Cultural-Cultural Arts	\$11,134.06	\$12,760.00	\$10,418.45	\$12,680.00
2604	Quimby Fees	\$0.00	\$556,000.00	\$0.00	\$30,000.00
2700	Parking Dist-Prkng	\$149,902.23	\$129,199.00	\$174,434.00	\$136,029.00
2710	Lighting Dist	\$243,086.10	\$259,567.00	\$248,508.00	\$255,270.00
2720	Landscape Dist-St Trees	\$150,748.89	\$161,479.00	\$155,634.00	\$166,979.00
2740	Com Fac-Public Service	\$1,600.34	\$83,691.00	\$24,220.00	\$86,166.00
2750	Shop Dist-Prkng	\$7,625.48	\$7,000.00	\$7,000.00	\$7,000.00
2800	Literacy-Lib Svc	\$9,504.39	\$29,954.26	\$73,993.65	\$20,800.00
2807	Workforce-Lib Svc	\$20,604.00	\$20,858.00	\$20,858.00	\$10,000.00
2810	Library Rsrv-Lib Svc	\$583.07	\$937.05	\$700.00	\$948.00
2830	Library Services	\$1,982.55	\$985.35	\$1,000.00	\$0.00
2890	PEG-Public Info	\$29,212.54	\$28,120.00	\$32,300.00	\$23,420.00
2923	Canine Unit	\$19,383.95	\$0.00	\$1,479.77	\$0.00
2927	Explore Don-Crime Prevent	\$1,133.34	\$1,000.00	\$1,190.00	\$1,000.00
2958	Teen Prog-Rec Svc	\$107.73	\$799.00	\$292.00	\$799.00
2959	Plunge-Aquatics	\$2,850.00	\$0.00	\$0.00	\$0.00
2960	Parks-Cultural Arts	\$188.13	\$294.00	\$185.00	\$334.00
2961	War Memorial-Park Admin	\$8,363.48	\$0.00	\$9,210.00	\$0.00
2963	Joselyn-Senior Svc	\$480.00	\$20,724.00	\$480.00	\$20,724.00
2965	Youth Donation-Rec Svc	\$1,619.50	\$0.00	\$0.00	\$0.00
2967	Web Berger-Comm Rel	\$6,258.90	\$8,100.00	\$8,385.00	\$8,877.60
2968	Senior Fund-Senior Svc	\$120.00	\$2,600.00	\$119.00	\$1,319.00
2969	Grandmothers-Senior Svc	\$2,564.12	\$2,863.00	\$614.47	\$3,053.00
2970	Donation-Lib Svc	\$18,556.09	\$44,640.26	\$17,746.43	\$31,233.00
2976	Borello-Libr Svc	\$1,038.95	\$46,760.00	\$46,235.00	\$0.00
4010	General CIP-Civic Center	\$529,643.72	\$390,610.44	\$0.00	\$342,000.00
4050	Banna Park Open Space	\$0.00	\$2,197,864.00	\$0.00	\$0.00
4060	Covina iTEC Project fund	\$0.00	\$75,000.00	\$0.00	\$0.00
4200	Public Works CIP-Streets	\$0.00	\$0.00	\$1,150,000.00	\$839,026.00
4300	Transp-Streets	\$917,329.11	\$1,304,510.53	\$2,256,979.95	\$1,647,550.00
4600	Park Improv	\$889,709.33	\$857,865.16	\$573,419.51	\$1,139,502.00
4701	Impact General	\$97,269.00	\$0.00	\$30,000.00	\$0.00
4705	Impact-Streets	\$47,421.90	\$0.00	\$0.00	\$0.00
6010	Water	\$8,821,137.31	\$11,650,258.00	\$8,114,668.00	\$10,110,782.74
6011	Water CIP-Production	\$429,299.55	\$2,114,950.00	\$623,150.00	\$2,567,446.00
6200	Environ	\$1,162,064.85	\$1,632,414.39	\$937,784.00	\$1,577,871.01

City of Covina
City-Wide Expenditure Summary
FY 2016-2017

Fund	Name	2015 ACTUAL	2016 REVISED	2016 PROJECTED	2017 ADOPTED
6300	Sewer	\$1,729,051.67	\$2,516,886.00	\$2,226,979.00	\$2,424,533.18
7010	Central	\$1,706,897.14	\$1,525,893.90	\$1,094,433.00	\$1,648,371.79
7200	IT-IT Admin	(\$57,708.06)	\$1,747,843.00	\$1,218,086.00	\$1,058,646.00
7360	Work Comp Reserve	\$256,830.36	\$728,160.00	\$776,790.64	\$716,276.00
7370	Risk Mgt-Public Liability	\$1,091,461.76	\$581,910.00	\$492,963.00	\$524,785.00
8186	Downtown District	\$8,023.00	\$8,750.00	\$8,750.00	\$8,750.00
8187	Prospero Park District	\$7,254.52	\$9,000.00	\$9,000.00	\$9,000.00
9100	Gen LTD	(\$196,047.00)	\$0.00	\$0.00	\$0.00
S051	SACRA LMIH Project Area 1	\$166,981.88	\$0.00	\$1,113,090.00	\$0.00
S055	SACRA 2004 Bond Private	\$56,957.61	\$59,000.00	\$59,000.00	\$63,000.00
S300	SACRA RDA Obligation Retirement	\$2,875,162.41	\$250,000.00	\$7,676,927.00	\$250,000.00
S301	SACRA Tax Alloc-Debt Area 1	\$1,126,792.15	\$0.00	\$6,681,000.00	\$0.00
S302	SACRA Tax Alloc-Debt Area 2	\$28,772.00	\$0.00	\$414,060.00	\$0.00
S511	SACRA Project Area 1 Admin	\$878,795.15	\$3,851,541.00	\$3,113,043.06	\$3,769,364.00
S513	SACRA 2002 Bond Public PA1	\$3,929,797.31	\$578,450.00	\$530.00	\$578,450.00
S514	SACRA 2004 Bond Private PA1	\$282,788.93	\$4,958,116.00	\$0.00	\$4,958,116.00
S531	SACRA Land Proceeds-PA 1&2	\$3,473,983.45	\$3,851,541.00	\$1,720,903.00	\$3,851,541.00
SADM	SACRA Administration	\$278,405.49	\$250,000.00	\$398,574.47	\$250,000.00
T800	Post Employment Benefits	\$1,923.10	\$0.00	\$0.00	\$0.00
	Total Expenditures	\$71,783,735.92	\$83,598,664.00	\$79,494,667.32	\$81,102,607.66

CITY OF COVINA
LEGISLATIVE
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

City Council

Personnel Services	\$28,114	\$28,310	\$28,310	\$28,430
Operating	\$21,403	\$20,050	\$15,435	\$22,150
TOTAL	\$49,517	\$48,360	\$43,745	\$50,580

City Clerk

Personnel Services	\$2,525	\$2,530	\$2,530	\$2,530
Operating	\$100	\$100	\$100	\$100
TOTAL	\$2,625	\$2,630	\$2,630	\$2,630

Elections

Personnel Services	\$0	\$0	\$0	\$3,810
Operating	\$3,540	\$0	\$0	\$96,849
TOTAL	\$3,540	\$0	\$0	\$100,659

City Treasurer

Personnel Services	\$2,525	\$2,530	\$2,530	\$2,530
Operating	\$331	\$340	\$340	\$340
TOTAL	\$2,856	\$2,870	\$2,870	\$2,870

City Attorney

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$205,799	\$220,000	\$231,380	\$220,000
TOTAL	\$205,799	\$220,000	\$231,380	\$220,000

GRAND TOTAL	\$264,337	\$273,860	\$280,625	\$376,739
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CITY OF COVINA
OFFICE OF THE CITY MANAGER
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

General Administration

Personnel Services	\$460,911	\$370,571	\$419,511	\$373,740
Operating	\$138,011	\$105,490	\$49,860	\$26,750
TOTAL	\$598,923	\$476,061	\$469,371	\$400,490

Economic Development

Personnel Services	\$11,986	\$89,250	\$105,710	\$95,720
Operating	\$6,754	\$38,750	\$36,786	\$40,850
TOTAL	\$18,739	\$128,000	\$142,496	\$136,570

Public Information

Personnel Services	\$5,137	\$38,250	\$43,101	\$41,040
Operating	\$600	\$76,600	\$151,630	\$75,841
TOTAL	\$5,737	\$114,850	\$194,731	\$116,881

Records Management

Personnel Services	\$234,872	\$170,592	\$159,636	\$191,240
Operating	\$30,500	\$39,839	\$20,363	\$48,540
TOTAL	\$265,372	\$210,431	\$179,999	\$239,780

GRAND TOTAL	\$888,771	\$929,342	\$986,597	\$893,721
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CITY OF COVINA
FINANCE
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Finance

Personnel Services	\$957,559	\$549,216	\$609,553	\$605,820
Operating	\$287,626	\$309,850	\$321,286	\$298,320
TOTAL	\$1,245,185	\$859,066	\$930,839	\$904,140

Duplicating

Personnel Services	\$70,184	\$64,187	\$19,943	\$0
Operating	\$20,921	\$20,420	\$11,832	\$0
TOTAL	\$91,105	\$84,607	\$31,775	\$0

GRAND TOTAL	\$1,336,290	\$943,673	\$962,614	\$904,140
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CITY OF COVINA
HUMAN RESOURCES
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

General Administration

Personnel Services	\$295,378	\$207,731	\$257,490	\$244,750
Operating	\$63,953	\$236,050	\$231,844	\$252,870
TOTAL	\$359,331	\$443,781	\$489,334	\$497,620

General Insurance

Personnel Services	\$380,522	\$531,500	\$522,504	\$383,500
Operating	\$71,115	\$79,000	\$86,978	\$90,124
TOTAL	\$451,637	\$610,500	\$609,482	\$473,624

GRAND TOTAL	\$810,968	\$1,054,281	\$1,098,816	\$971,244
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CITY OF COVINA
COMMUNITY DEVELOPMENT
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Administration

Personnel Services	\$42,797	\$210,129	\$265,250	\$288,080
Operating	\$4,285	\$11,300	\$59,000	\$24,300
TOTAL	\$47,082	\$221,429	\$324,250	\$312,380

Historic Preservation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$0	\$25,000	\$0	\$2,000
TOTAL	\$0	\$25,000	\$0	\$2,000

Planning

Personnel Services	\$495,610	\$317,733	\$275,400	\$256,440
Operating	\$290,206	\$197,300	\$323,600	\$136,900
TOTAL	\$785,816	\$515,033	\$599,000	\$393,340

Planning Commission

Personnel Services	\$0	\$12,620	\$0	\$12,630
Operating	\$0	\$5,000	\$0	\$5,000
TOTAL	\$0	\$17,620	\$0	\$17,630

Building Inspection

Personnel Services	\$471,869	\$177,782	\$87,156	\$0
Operating	\$156,163	\$406,980	\$386,250	\$371,750
TOTAL	\$628,032	\$584,762	\$473,406	\$371,750

Code Enforcement

Personnel Services	\$291,353	\$37,943	\$135,300	\$155,520
Operating	\$244,272	\$10,700	\$50,700	\$45,700
TOTAL	\$535,625	\$48,643	\$186,000	\$201,220

GRAND TOTAL	\$1,996,554	\$1,412,487	\$1,582,656	\$1,298,320
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CITY OF COVINA

Police

Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Police Administration

Personnel Services	\$1,140,933	\$1,164,580	\$1,473,735	\$1,225,595
Operating	\$969,103	\$213,230	\$243,070	\$227,680
TOTAL	\$2,110,036	\$1,377,810	\$1,716,805	\$1,453,275

Crime Prevention

Personnel Services	\$272,260	\$322,860	\$352,682	\$323,422
Operating	\$136,863	\$45,310	\$42,538	\$45,510
TOTAL	\$409,123	\$368,170	\$395,220	\$368,932

Investigations

Personnel Services	\$2,230,955	\$2,531,074	\$2,211,756	\$2,451,908
Operating	\$407,200	\$58,650	\$58,322	\$77,650
TOTAL	\$2,638,155	\$2,589,724	\$2,270,077	\$2,529,558

Patrol

Personnel Services	\$5,755,001	\$5,984,642	\$6,002,578	\$6,220,605
Operating	\$1,158,825	\$323,685	\$295,109	\$418,010
TOTAL	\$6,913,826	\$6,308,327	\$6,297,687	\$6,638,615

Police Records

Personnel Services	\$451,990	\$535,385	\$417,415	\$528,311
Operating	\$168,943	\$35,100	\$33,951	\$35,100
TOTAL	\$620,933	\$570,485	\$451,366	\$563,411

Jail

Personnel Services	\$316,860	\$354,980	\$338,932	\$371,626
Operating	\$101,222	\$32,600	\$39,538	\$32,600
TOTAL	\$418,081	\$387,580	\$378,470	\$404,226

Canine Unit

Personnel Services	\$40,726	\$144,320	\$195,159	\$162,388
Operating	\$1,703	\$5,500	\$6,304	\$6,100
TOTAL	\$42,429	\$149,820	\$201,463	\$168,488

CITY OF COVINA

Police

Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Traffic

Personnel Services	\$211,820	\$299,340	\$296,108	\$290,566
Operating	\$158,883	\$143,510	\$143,358	\$126,510
TOTAL	\$370,702	\$442,850	\$439,466	\$417,076

Parking Control

Personnel Services	\$35,462	\$89,740	\$30,502	\$103,035
Operating	\$280,186	\$274,235	\$264,121	\$274,000
TOTAL	\$315,648	\$363,975	\$294,623	\$377,035

Communications

Personnel Services	\$1,099,274	\$1,194,480	\$1,083,100	\$1,084,515
Operating	\$308,700	\$120,763	\$96,215	\$124,500
TOTAL	\$1,407,974	\$1,315,243	\$1,179,315	\$1,209,015

Police Training

Personnel Services	\$295,902	\$266,375	\$298,952	\$285,053
Operating	\$186,919	\$162,731	\$109,340	\$149,081
TOTAL	\$482,821	\$429,106	\$408,292	\$434,134

Computer Services

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$776,959	\$97,943	\$161,522	\$122,628
TOTAL	\$776,959	\$97,943	\$161,522	\$122,628

Disaster Preparedness

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$45,163	\$10,000	\$6,700	\$9,500
TOTAL	\$45,163	\$10,000	\$6,700	\$9,500

Animal Control

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$144,171	\$125,340	\$143,915	\$144,000
TOTAL	\$144,171	\$125,340	\$143,915	\$144,000

GRAND TOTAL	\$16,696,022	\$14,536,373	\$14,344,921	\$14,839,893
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CITY OF COVINA
FIRE
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Fire Suppression

Operating	\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828
TOTAL	\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828

GRAND TOTAL	\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828
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CITY OF COVINA
PUBLIC WORKS
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

General Administration

Personnel Services	\$268,699	\$160,825	\$94,580	\$45,248
Operating	\$16,065	\$7,075	\$8,748	\$14,697
TOTAL	\$284,764	\$167,900	\$103,328	\$59,945

Graffiti Removal

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$80,151	\$72,300	\$72,000	\$72,300
TOTAL	\$80,151	\$72,300	\$72,000	\$72,300

Engineering

Personnel Services	\$132,664	\$60,712	\$58,323	\$26,821
Operating	\$215,887	\$201,482	\$199,720	\$233,055
TOTAL	\$348,550	\$262,194	\$258,043	\$259,876

Streets

Personnel Services	\$549,640	\$341,066	\$347,000	\$383,781
Operating	\$536,621	\$369,822	\$339,180	\$429,409
TOTAL	\$1,086,261	\$710,888	\$686,180	\$813,190

Street Lighting

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$277,560	\$230,000	\$261,709	\$287,880
TOTAL	\$277,560	\$230,000	\$261,709	\$287,880

Traffic Control

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$198,771	\$228,800	\$212,547	\$237,561
TOTAL	\$198,771	\$228,800	\$212,547	\$237,561

Yard Center

Personnel Services	\$114,715	\$122,965	\$121,093	\$125,858
Operating	\$120,521	\$66,850	\$72,659	\$83,892
TOTAL	\$235,236	\$189,815	\$193,752	\$209,750

Park Maintenance

Personnel Services	\$0	\$0	\$0	\$455,534
Operating	\$927,710	\$1,025,028	\$848,289	\$575,156
TOTAL	\$927,710	\$1,025,028	\$848,289	\$1,030,690

Civic Center

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$193,838	\$103,400	\$98,705	\$98,977
TOTAL	\$193,838	\$103,400	\$98,705	\$98,977

GRAND TOTAL	\$3,632,842	\$2,990,325	\$2,734,553	\$3,070,170
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CITY OF COVINA
PARKS AND RECREATION
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Park Administration

Personnel Services	\$478,417	\$468,970	\$493,606	\$478,250
Operating / Others	\$199,897	\$29,130	\$27,877	\$29,236
TOTAL	\$678,314	\$498,100	\$521,483	\$507,486

Community Relations

Personnel Services	\$137,587	\$134,290	\$144,378	\$76,200
Operating / Others	\$36,807	\$7,830	\$5,885	\$8,130
TOTAL	\$174,394	\$142,120	\$150,263	\$84,330

Recreation Services

Personnel Services	\$320,203	\$318,480	\$302,774	\$327,119
Operating / Others	\$415,182	\$275,480	\$249,121	\$257,860
TOTAL	\$735,385	\$593,960	\$551,896	\$584,979

Senior Services

Personnel Services	\$173,055	\$166,970	\$105,303	\$181,540
Operating / Others	\$149,219	\$86,030	\$78,966	\$94,585
TOTAL	\$322,274	\$253,000	\$184,269	\$276,125

Community Parade

Personnel Services	\$66,448	\$67,330	\$67,330	\$67,200
Operating / Others	\$35,772	\$25,470	\$25,809	\$39,350
TOTAL	\$102,219	\$92,800	\$93,139	\$106,550

Community - Special Events

Personnel Services	\$0	\$0	\$0	\$410
Operating / Others	\$0	\$0	\$0	\$19,590
TOTAL	\$0	\$0	\$0	\$20,000

Community Programs

Personnel Services	\$0	\$0	\$0	\$6,470
Operating / Others	\$0	\$0	\$0	\$300
TOTAL	\$0	\$0	\$0	\$6,770

Aquatics

Personnel Services	\$250,851	\$198,700	\$141,507	\$24,818
Operating / Others	\$141,751	\$130,230	\$61,759	\$278,570
TOTAL	\$392,602	\$328,930	\$203,266	\$303,388

GRAND TOTAL	\$2,405,189	\$1,908,910	\$1,704,316	\$1,889,628
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CITY OF COVINA
PARKS AND RECREATION
Library Services
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Library Administration

Personnel Services	\$120,073	\$136,700	\$124,590	\$133,690
Operating / Others	\$643,964	\$115,793	\$109,420	\$116,780
TOTAL	\$764,037	\$252,493	\$234,010	\$250,470

Circulation Services

Personnel Services	\$141,192	\$169,420	\$143,320	\$164,100
Operating / Others	\$6,471	\$10,969	\$11,820	\$11,420
TOTAL	\$147,663	\$180,389	\$155,140	\$175,520

Adult Services

Personnel Services	\$49,838	\$65,530	\$52,350	\$64,070
Operating / Others	\$338	\$651	\$0	\$660
TOTAL	\$50,176	\$66,181	\$52,350	\$64,730

Children's Services

Personnel Services	\$107,276	\$122,840	\$110,480	\$127,390
Operating / Others	\$3,988	\$4,380	\$3,950	\$4,390
TOTAL	\$111,264	\$127,220	\$114,430	\$131,780

Technical Services

Personnel Services	\$68,024	\$89,990	\$53,132	\$50,380
Operating / Others	\$43,884	\$6,261	\$6,700	\$51,600
TOTAL	\$111,908	\$96,251	\$59,832	\$101,980

GRAND TOTAL	\$1,185,048	\$722,534	\$615,762	\$724,480
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CITY OF COVINA
NON-DEPARTMENTAL
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Indirect Cost Allocation Gen-Gov

Personnel Services	\$0	\$0	\$0	\$0
Operating / Others	\$0	\$410,074	\$410,074	\$152,840
TOTAL	\$0	\$410,074	\$410,074	\$152,840

Intergovernmental

Personnel Services	\$0	\$0	\$0	\$0
Operating / Others	\$16,172	\$31,500	\$39,500	\$31,800
TOTAL	\$16,172	\$31,500	\$39,500	\$31,800

Community Outreach

Personnel Services	\$0	\$0	\$0	\$0
Operating / Others	\$79,491	\$70,228	\$58,812	\$66,600
TOTAL	\$79,491	\$70,228	\$58,812	\$66,600

Contingency

Personnel Services	\$0	\$0	\$0	\$0
Operating / Others	\$1,435	\$0	\$0	(\$346,637)
TOTAL	\$1,435	\$0	\$0	(\$346,637)

Advances

Personnel Services	\$0	\$0	\$0	\$0
Operating / Others	\$0	\$101,370	\$101,370	\$100,810
TOTAL	\$0	\$101,370	\$101,370	\$100,810

Transfers Out

Personnel Services	\$0	\$0	\$0	\$0
Operating / Others	\$350,336	\$180,060	\$180,060	\$180,060
TOTAL	\$350,336	\$180,060	\$180,060	\$180,060

GRAND TOTAL	\$447,433	\$793,232	\$789,816	\$185,473
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CITY OF COVINA
SPECIAL REVENUE FUNDS (RESTRICTED)
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Housing Authority

Personnel Services	\$83	\$14,866	\$31,650	\$37,715
Operating	\$6,189	\$202,525	\$15,040	\$341,640
TOTAL	\$6,272	\$217,391	\$46,690	\$379,355

Community Development Block Grant (CDBG)

Personnel Services	\$72,987	\$81,489	\$40,005	\$106,668
Operating	\$315,391	\$235,667	\$77,004	\$670,812
TOTAL	\$388,378	\$317,156	\$117,009	\$777,480

Transitional House

Personnel Services	\$1,796	\$0	\$1,796	\$1,796
Operating	\$94,297	\$96,090	\$105,694	\$94,295
TOTAL	\$96,093	\$96,090	\$107,490	\$96,091

Building Equipment Reserve

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$0	\$42,000	\$42,000	\$42,000
TOTAL	\$0	\$42,000	\$42,000	\$42,000

Community Improvement

Personnel Services	\$0	\$114,858	\$0	\$114,858
Operating	\$442,238	\$86,672	\$443,552	\$86,672
TOTAL	\$442,238	\$201,530	\$443,552	\$201,530

Police Evidence Reserve

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$40,000	\$0	\$40,000	\$0
TOTAL	\$40,000	\$0	\$40,000	\$0

Red Light Camera

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$410,409	\$0	\$0	\$283,425
TOTAL	\$410,409	\$0	\$0	\$283,425

Fed Justice

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$0	\$10,000	\$0	\$0
TOTAL	\$0	\$10,000	\$0	\$0

CITY OF COVINA
SPECIAL REVENUE FUNDS (RESTRICTED)
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Supplemental Law Enforcement

Personnel Services	\$181,380	\$155,060	\$169,790	\$124,550
Operating	\$0	\$0	\$0	\$0
TOTAL	\$181,380	\$155,060	\$169,790	\$124,550

Other State Grants

Personnel Services	\$0	\$153,632	\$40,000	\$40,000
Operating	\$2,098	\$0	\$0	\$0
TOTAL	\$2,098	\$153,632	\$40,000	\$40,000

Other Public Safety Grants

Personnel Services	\$4,392	\$0	\$0	\$0
Operating	\$497	\$0	\$0	\$0
TOTAL	\$4,889	\$0	\$0	\$0

JAG - Police Investigation

Personnel Services	\$10,113	\$22,614	\$7,406	\$25,907
Operating	\$0	\$0	\$0	\$0
TOTAL	\$10,113	\$22,614	\$7,406	\$25,907

Office of Traffic Safety Grant

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$60,000	\$0	\$60,000	\$0
TOTAL	\$60,000	\$0	\$60,000	\$0

Gas Tax

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$1,746,634	\$672,220	\$660,440	\$2,315,342
TOTAL	\$1,746,634	\$672,220	\$660,440	\$2,315,342

Proposition A

Personnel Services	\$80,065	\$46,210	\$42,128	\$123,650
Operating	\$940,179	\$1,086,134	\$720,147	\$991,093
TOTAL	\$1,020,243	\$1,132,344	\$762,275	\$1,114,743

Proposition C

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$698,246	\$159,070	\$540,881	\$1,450,890
TOTAL	\$698,246	\$159,070	\$540,881	\$1,450,890

CITY OF COVINA
SPECIAL REVENUE FUNDS (RESTRICTED)
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Measure R

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$492,468	\$890,740	\$623,381	\$846,060
TOTAL	\$492,468	\$890,740	\$623,381	\$846,060

TDA

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$0	\$100,018	\$100,017	\$24,000
TOTAL	\$0	\$100,018	\$100,017	\$24,000

Air Quality Improvement

Personnel Services	\$1,917	\$1,965	\$785	\$0
Operating	\$4,239	\$11,270	\$5,880	\$38,270
TOTAL	\$6,156	\$13,235	\$6,665	\$38,270

Oil Payment Program

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$24,759	\$14,194	\$14,194	\$14,194
TOTAL	\$24,759	\$14,194	\$14,194	\$14,194

Department Of Conservation Beverage Grant

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$840	\$28,118	\$618	\$13,618
TOTAL	\$840	\$28,118	\$618	\$13,618

Cultural Arts

Personnel Services	\$1,348	\$1,540	\$1,482	\$1,660
Operating	\$9,786	\$11,220	\$8,936	\$11,020
TOTAL	\$11,134	\$12,760	\$10,418	\$12,680

Quimby Fees

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$0	\$556,000	\$0	\$30,000
TOTAL	\$0	\$556,000	\$0	\$30,000

Teen Program Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$108	\$799	\$292	\$799
TOTAL	\$108	\$799	\$292	\$799

CITY OF COVINA
SPECIAL REVENUE FUNDS (RESTRICTED)
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Vintage Years Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$188	\$294	\$185	\$334
TOTAL	\$188	\$294	\$185	\$334

War Memorial Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$8,363	\$0	\$9,210	\$0
TOTAL	\$8,363	\$0	\$9,210	\$0

Joslyn Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$480	\$20,724	\$480	\$20,724
TOTAL	\$480	\$20,724	\$480	\$20,724

Youth Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$1,620	\$0	\$0	\$0
TOTAL	\$1,620	\$0	\$0	\$0

Webb Berger Grant-Leaders In Training Donation

Personnel Services	\$48	\$430	\$0	\$180
Operating	\$6,211	\$7,670	\$8,385	\$8,698
TOTAL	\$6,259	\$8,100	\$8,385	\$8,878

Seniors Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$120	\$2,600	\$119	\$1,319
TOTAL	\$120	\$2,600	\$119	\$1,319

Grandmother's Club Donation

Personnel Services	\$181	\$190	\$0	\$190
Operating	\$2,383	\$2,673	\$614	\$2,863
TOTAL	\$2,564	\$2,863	\$614	\$3,053

Plunge - Aquatics

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$2,850	\$0	\$0	\$0
TOTAL	\$2,850	\$0	\$0	\$0

CITY OF COVINA
SPECIAL REVENUE FUNDS (RESTRICTED)
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Other Library Service Grants

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$1,983	\$985	\$1,000	\$0
TOTAL	\$1,983	\$985	\$1,000	\$0

Library Service Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$18,556	\$44,640	\$17,746	\$31,233
TOTAL	\$18,556	\$44,640	\$17,746	\$31,233

Joseph J. Borello Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$1,039	\$46,760	\$46,235	\$0
TOTAL	\$1,039	\$46,760	\$46,235	\$0

Public Education in Government

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$29,213	\$28,120	\$32,300	\$23,420
TOTAL	\$29,213	\$28,120	\$32,300	\$23,420

Canine Unit Donation

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$19,384	\$0	\$1,480	\$0
TOTAL	\$19,384	\$0	\$1,480	\$0

Explorer Donation - Crime Prevention

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$1,133	\$1,000	\$1,190	\$1,000
TOTAL	\$1,133	\$1,000	\$1,190	\$1,000

GRAND TOTAL

Personnel Services	\$434,956	\$686,402	\$423,700	\$661,934
Operating	\$5,884,909	\$4,957,341	\$4,193,710	\$7,942,153
TOTAL	\$6,319,865	\$5,643,743	\$4,617,411	\$8,604,087

CITY OF COVINA
ENTERPRISE FUNDS
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Water Enterprise

Revenue	11,352,401	10,214,000	9,627,281	9,645,500
Personnel Services	(1,301,958)	(1,721,245)	(1,614,590)	(1,768,364)
Operating	(7,948,479)	(12,043,963)	(7,123,228)	(10,909,865)
NET BUDGET EXCESS (SHORTAGE)	2,101,964	(3,551,208)	889,463	(3,032,729)

Environmental

Revenue	1,240,317	915,600	1,210,251	1,111,620
Personnel Services	(352,523)	(294,786)	(259,469)	(341,435)
Operating	(809,542)	(1,337,628)	(678,315)	(1,236,436)
NET BUDGET EXCESS (SHORTAGE)	78,252	(716,814)	272,467	(466,251)

Sanitary Sewer

Revenue	2,614,618	2,150,000	2,869,807	2,928,842
Personnel Services	(313,077)	(401,978)	(336,252)	(369,045)
Operating	(1,415,975)	(2,114,908)	(1,890,727)	(2,055,488)
NET BUDGET EXCESS (SHORTAGE)	885,566	(366,886)	642,828	504,309

CITY OF COVINA
SPECIAL REVENUE FUNDS (RESTRICTED)
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Municipal Parking District

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$149,902	\$129,199	\$174,434	\$136,029
TOTAL	\$149,902	\$129,199	\$174,434	\$136,029

Shoppers Lane Parking District

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$7,625	\$7,000	\$7,000	\$7,000
TOTAL	\$7,625	\$7,000	\$7,000	\$7,000

Street Lighting Assessment District

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$243,086	\$259,567	\$248,508	\$255,270
TOTAL	\$243,086	\$259,567	\$248,508	\$255,270

Street Trees and Landscape Assessment District

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$150,749	\$161,479	\$155,634	\$166,979
TOTAL	\$150,749	\$161,479	\$155,634	\$166,979

Community Facility District -2007-1

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$1,600	\$83,691	\$24,220	\$86,166
TOTAL	\$1,600	\$83,691	\$24,220	\$86,166

Literacy Grant

Personnel Services	\$60,042	\$72,690	\$67,800	\$74,760
Operating	(\$50,537)	(\$42,736)	\$6,194	(\$53,960)
TOTAL	\$9,504	\$29,954	\$73,994	\$20,800

Workforce Act Grant

Personnel Services	\$20,604	\$20,858	\$20,858	\$10,000
Operating	\$0	\$0	\$0	\$0
TOTAL	\$20,604	\$20,858	\$20,858	\$10,000

Library Equipment Reserve

Personnel Services	\$0	\$0	\$0	\$0
Operating	\$583	\$937	\$700	\$948
TOTAL	\$583	\$937	\$700	\$948

CITY OF COVINA
INTERNAL SERVICE FUNDS
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

Central Equipment

Revenue	\$1,255,680	\$1,519,391	\$1,151,500	\$1,106,809
Personnel Services	(\$419,100)	(\$425,600)	(\$386,991)	(\$363,834)
Operating	(\$1,287,797)	(\$1,100,294)	(\$707,442)	(\$1,284,538)
NET BUDGET EXCESS (SHORTAGE)	(\$451,217)	(\$6,503)	\$57,067	(\$541,563)

Information Technology

Revenue	\$214	\$1,575,104	\$1,575,104	\$1,575,104
Personnel Services	(\$596,845)	(\$426,770)	(\$321,165)	(\$142,910)
Operating	\$654,553	(\$1,321,073)	(\$896,921)	(\$915,736)
NET BUDGET EXCESS (SHORTAGE)	\$57,922	(\$172,739)	\$357,018	\$516,458

Workers Compensation

Revenue	\$1,256,384	\$448,161	\$476,903	\$448,161
Personnel Services	(\$89,178)	(\$78,817)	(\$80,506)	(\$81,700)
Operating	(\$167,653)	(\$649,343)	(\$696,284)	(\$634,576)
NET BUDGET EXCESS (SHORTAGE)	\$999,554	(\$279,999)	(\$299,888)	(\$268,115)

Public Liability

Revenue	\$69,583	\$279,396	\$244,396	\$279,396
Personnel Services	(\$89,178)	(\$78,808)	(\$80,495)	(\$90,450)
Operating	(\$1,002,283)	(\$503,102)	(\$412,468)	(\$434,335)
NET BUDGET EXCESS (SHORTAGE)	(\$1,021,879)	(\$302,514)	(\$248,567)	(\$245,389)

CITY OF COVINA
SUCCESSOR AGENCY to the COVINA REDEVELOPMENT
AGENCY (SACRA)
Budget Summary

2014-2015	2015-2016	2015-2016	2016-2017
ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET

SACRA LMIH Project Area 1: S051

Debt Service	\$166,982	\$0	\$1,113,090	\$0
Transfers/Other Uses	\$0	\$0	\$0	\$0
TOTAL	\$166,982	\$0	\$1,113,090	\$0

SACRA 2004 Bond Private: S055

Personnel Services	\$0	\$36,000	\$36,000	\$36,000
Operating Redevelopment & Housing	\$56,958	\$23,000	\$23,000	\$27,000
TOTAL	\$56,958	\$59,000	\$59,000	\$63,000

SACRA (RORF): S300

Transfers/Other Uses	\$2,875,162	\$250,000	\$7,676,927	\$250,000
TOTAL	\$2,875,162	\$250,000	\$7,676,927	\$250,000

SACRA Tax Alloc - Debt Area 1: S301

Debt Service	\$1,113,432	\$0	\$6,676,000	\$0
Operating Redevelopment & Housing	\$13,360	\$0	\$5,000	\$0
TOTAL	\$1,126,792	\$0	\$6,681,000	\$0

SACRA Tax Alloc - Debt Area 2: S302

Debt Service	\$28,772	\$0	\$414,060	\$0
TOTAL	\$28,772	\$0	\$414,060	\$0

SACRA Project Area 1 Admin: S511

Personnel Services	\$37,777	\$38,754	\$78,000	\$38,754
Debt Service	\$0	\$3,186,847	\$2,159,503	\$3,104,670
Operating Redevelopment & Housing	\$841,019	\$625,940	\$875,540	\$625,940
TOTAL	\$878,795	\$3,851,541	\$3,113,043	\$3,769,364

SACRA 200 Bond Public PA1: S513

Debt Service	(\$25,865)	\$0	\$0	\$0
Operating Redevelopment & Housing	\$261	\$0	\$0	\$0
Transfers/Other Uses	\$3,955,402	\$578,450	\$530	\$578,450
TOTAL	\$3,929,797	\$578,450	\$530	\$578,450

SACRA 2002 Bond Private PA1: S514

Transfers/Other Uses	\$282,789	\$4,958,116	\$0	\$4,958,116
TOTAL	\$282,789	\$4,958,116	\$0	\$4,958,116

SACRA Land Proceeds - PA 1&2: S531

Debt Service	(\$46,528)	\$0	\$0	\$0
Operating Redevelopment & Housing	\$611,667	\$0	\$0	\$0
Transfers/Other Uses	\$2,908,844	\$3,851,541	\$1,720,903	\$3,851,541
TOTAL	\$3,473,983	\$3,851,541	\$1,720,903	\$3,851,541

SACRA Administration: SADM-4400

Personnel Services	\$225,331	\$204,756	\$350,150	\$189,456
Operating	\$53,075	\$45,244	\$48,424	\$60,544
TOTAL	\$278,405	\$250,000	\$398,574	\$250,000

GRAND TOTAL	\$13,098,436	\$13,798,648	\$21,177,128	\$13,720,471
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CITY OF COVINA
CITY-WIDE STAFFING SUMMARY
(As expressed as Full-Time Equivalents)

	2014-2015	2015-2016	2016-2017
	Adopted	Adopted	Adopted
ELECTED OFFICIALS			
City Council	5.00	5.00	5.00
City Clerk	1.00	1.00	1.00
City Treasurer	1.00	1.00	1.00
TOTAL ELECTED OFFICIALS	7.00	7.00	7.00
GENERAL GOVERNMENT			
City Manager	3.00	3.00	3.00
Records Management	2.00	1.00	2.00
Finance	11.00	8.00	8.00
Human Resources	3.00	3.00	3.00
Public Safety - Sworn	57.00	59.00	59.00
Public Safety - Non-Sworn	29.00	29.00	28.00
Public Works	15.00	13.00	15.00
Parks and Recreation	14.00	14.00	9.00
Library	3.00	3.00	4.00
Community Development	13.00	7.00	7.00
TOTAL GENERAL GOVERNMENT	150.00	140.00	138.00
LITERACY GRANT			
LIBRARY	1.00	1.00	1.00
TOTAL LITERACY GRANT	1.00	1.00	1.00
PROPOSITION A TRANSIT			
TRANSIT	1.00	1.00	1.00
TOTAL PROPOSITION A	1.00	1.00	1.00
ENTERPRISE FUNDS			
Water Utility	14.00	13.00	14.00
Environmental Protection	3.00	3.00	3.00
Sanitary Sewer	3.00	3.00	3.00
TOTAL ENTERPRISE FUNDS	20.00	19.00	20.00

CITY OF COVINA
CITY-WIDE STAFFING SUMMARY
(As expressed as Full-Time Equivalents)

	2014-2015	2015-2016	2016-2017
	Adopted	Adopted	Adopted
INTERNAL SERVICE FUNDS			
Central Equipment	5.00	5.00	5.00
Management Information Systems	6.00	3.00	1.00
Risk Management	1.00	-	-
TOTAL INTERNAL SERVICE FUNDS	12.00	8.00	6.00
SACRA			
SACRA	2.00	1.00	1.00
TOTAL SACRA	2.00	1.00	1.00
GRAND TOTAL	186.00	170.00	167.00

CITY OF COVINA CITY-WIDE STAFFING

	FY 2014 - 2015		FY 2015 - 2016		FY 2016 - 2017	
	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time
ELECTED OFFICIALS						
<i>City Council</i>	5	-	5	-	5	-
CITY COUNCIL TOTAL	5	-	5	-	5	-
<i>City Clerk</i>	1	-	1	-	1	-
CITY CLERK TOTAL	1	-	1	-	1	-
<i>City Treasurer</i>	1	-	1	-	1	-
CITY TREASURER TOTAL	1	-	1	-	1	-
TOTAL ELECTED OFFICIALS	7	-	7	-	7	-
GENERAL GOVERNMENT						
<i>City Manager</i>						
City Manager	1	-	1	-	1	-
Assistant to the City Manager	1	-	1	-	1	-
Executive Assistant to the City Manager	1	-	1	-	1	-
Administrative Technician	-	1	-	-	-	-
Office Assistant I	-	-	-	-	-	1
CITY MANAGER TOTAL	3	1	3	-	3	1
<i>Records Management</i>						
Chief Deputy City Clerk	1	-	1	-	1	-
Senior Deputy City Clerk	-	-	-	-	-	-
Administrative Technician	1	1	-	2	-	-
Records Technician	-	-	-	-	1	-
Office Aide	-	1	-	-	-	-
Office Assistant II	-	-	-	-	-	-
RECORDS MANAGEMENT TOTAL	2	2	1	2	2	-
<i>Finance</i>						
Finance Director	1	-	1	-	1	-
Finance Manager	1	-	1	-	1	-
Senior Accountant	2	-	1	-	2	-
Accountant	-	-	-	-	-	-
Management Analyst	-	-	-	-	-	-
Business License Technician	1	-	-	-	-	-
Payroll Technician	1	-	1	-	1	-
Senior Management Analyst	1	-	-	-	-	-
Senior Administrative Technician	-	-	1	-	1	-
Account Clerk I	2	-	2	-	1	-
Account Clerk II	1	1	1	1	1	1
Printing/Central Services Specialist	1	-	-	-	-	-
Office Assistant I	-	-	-	-	-	2
Administrative Intern	-	-	-	-	-	1
FINANCE TOTAL	11	1	8	1	8	4
<i>Human Resources & Risk Management</i>						
Human Resources Director	1	-	1	-	1	-
Senior Human Resources Analyst	-	-	-	-	1	-
Human Resources Analyst	1	-	1	-	-	-
Senior Administrative Technician	1	-	1	-	1	-
Administrative Intern	-	1	-	-	-	-
HUMAN RESOURCES TOTAL	3	1	3	-	3	-

CITY OF COVINA CITY-WIDE STAFFING

	FY 2014 - 2015		FY 2015 - 2016		FY 2016 - 2017	
	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time
<i>Public Safety-Sworn</i>						
Chief of Police	1	-	1	-	1	-
Police Captain	2	-	2	-	2	-
Police Lieutenant	4	-	4	-	4	-
Police Sergeant	9	-	9	-	9	-
Police Officer	41	-	43	-	43	-
PUBLIC SAFETY - SWORN TOTAL	57	-	59	-	59	-
<i>Public Safety-Non-Sworn</i>						
Administrative Technician	-	1	-	1	-	1
Background Investigator	-	1	-	1	-	1
Community Services Officer	4	1	4	1	4	1
Community Services Specialist	-	1	-	1	-	1
Court Officer	1	-	1	-	1	-
Custodian	-	2	-	1	-	1
Executive Assistant to the Police Chief	1	-	1	-	1	-
General Maintenance Worker	-	2	-	2	-	2
Jailer	4	1	4	1	4	1
Management Analyst	1	-	1	-	1	-
Overnight Parking Enforcement Officer	-	4	-	4	-	4
Parking Officer	-	1	-	1	-	1
Police Cadet	-	-	-	-	-	-
Police Records Clerk	5	3	5	3	5	3
Police Records Supervisor	1	-	1	-	1	-
Property/Evidence Clerk	-	2	-	1	-	2
Public Safety Associate Planner	-	1	-	1	-	1
Public Safety Communications Sup	1	-	1	-	1	-
Public Safety Dispatcher	10	1	10	1	10	1
PUBLIC SAFETY- NON-SWORN TOTAL	29	26	29	24	28	25
<i>Public Works</i>						
Public Works Director	1	-	1	-	1	-
Public Works Manager	-	-	-	-	1	-
Public Works Assistant Director	1	-	-	-	-	-
Public Works Superintendent	1	-	1	-	-	-
Street Maintenance Foreman	1	-	1	-	1	-
Assistant Engineer	1	-	1	-	-	-
Building Maintenance Worker	1	-	1	-	1	-
Construction Inspector II	1	-	1	-	-	-
Engineering Intern	-	1	-	1	-	1
General Maintenance Worker	-	2	-	2	-	2
Management Analyst	2	-	2	-	2	-
Senior Administrative Technician	1	-	-	-	1	-
Park Maintenance Supervisor	-	-	-	-	1	-
Park Foreman	-	-	-	-	1	-
Park Worker	-	-	-	-	1	-
Street Crew Leader	1	-	1	-	1	-
Street Worker	4	-	4	-	4	-
PUBLIC WORKS TOTAL	15	3	13	3	15	3

CITY OF COVINA CITY-WIDE STAFFING

	FY 2014 - 2015		FY 2015 - 2016		FY 2016 - 2017	
	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time
<i>Parks and Recreation</i>						
Parks - Recreation Director	1	-	1	-	1.00	-
Parks and Recreation Manager	1	-	1	-	1.00	-
Community Relations Supervisor	1	-	1	-	1.00	-
Community Services Supervisor	1	-	1	-	1.00	-
Park Maintenance Supervisor	1	-	1	-	-	-
Recreation Services Supervisor	1	-	1	-	-	-
Park Foreman	1	-	1	-	-	-
Recreation Coordinator	3	-	3	-	3.00	-
Administrative Technician	1	-	1	-	1.00	-
Park Worker	2	-	2	-	-	-
Office Assistant II	1	1	1	1	1.48	-
Pool Manager	-	1	-	1	-	-
Community Resources Specialist	-	5	-	5	-	2.53
Parks Maintenance Assistant	-	3	-	3	-	0.48
Assistant Pool Manager	-	5	-	5	-	-
Lifeguard/Instructor	-	32	-	32	-	-
Community Resources Assistant II	-	26	-	26	-	4.18
Lifeguard	-	6	-	6	-	-
Community Resources Assistant I	-	9	-	9	-	1.25
Community Resource Aide	-	6	-	7	-	-
PARKS AND RECREATION TOTAL	14	94	14	95	9.48	8.44
<i>Library</i>						
Library Services Supervisor	1	-	1	-	1	-
Administrative Technician	-	1	-	1	1	-
Literacy Coordinator	1	-	1	-	1	-
Management Analyst	1	-	1	-	1	-
Building Maintenance Worker	-	1	-	1	-	0.48
Community Resource Aide	-	1	-	1	-	0.03
Community Resources Assistant I	-	1	-	1	-	0.15
Community Resources Assistant II	-	1	-	1	-	0.11
Community Resources Specialist	-	2	-	2	-	1.35
Library Assistant	-	3	-	3	-	1.02
Library Clerk	-	6	-	6	-	4.90
Library Shelver	-	2	-	2	-	0.98
LIBRARY TOTAL	3	18	3	18	4	9.02
<i>Community Development</i>						
Community Development Director	-	-	1	-	1	-
Senior Management Analyst	-	-	-	-	-	-
Senior Administrative Technician	1	-	1	-	1	-
Administrative Technician	-	-	-	1	-	-
City Planner	1	-	1	-	1	-
Associate Planner	-	-	1	-	-	-
Assistant Planner	1	-	1	-	1	-
Planning Aide	1	1	-	1	1	-
Building Official	1	-	-	-	-	-
Gen Building Inspector II	2	-	-	-	-	-
Permit Technician	1	-	-	-	-	-
Senior Building Inspector	1	-	-	-	-	-
Plan Checker	1	-	-	-	-	-
Code Enforcement Officer	3	1	2	-	2	-
COMMUNITY DEVELOPMENT TOTAL	13	2	7	2	7	-
TOTAL GENERAL GOVERNMENT	150	148	140	145	138	50

CITY OF COVINA CITY-WIDE STAFFING

	FY 2014 - 2015		FY 2015 - 2016		FY 2016 - 2017	
	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time	No of Employees Full Time	Part Time
LITERACY GRANT						
Literacy Program Coordinator	1	-	1	-	1	-
TOTAL LITERACY GRANT	1	-	1	-	1	-
PROPOSITION A TRANSIT						
Management Analyst	1	-	1	-	1	-
TOTAL PROPOSITION A	1	-	1	-	1	-
ENTERPRISE FUNDS						
<i>Water Utility</i>						
Water Pump Operator	2	-	1	-	2	-
Water Quality Technician	1	-	1	-	1	-
Water Worker	6	-	6	-	6	-
Account Clerk I	-	-	-	-	-	-
Equipment Operator	1	-	1	-	1	-
Water Crew Leader	2	-	2	-	2	-
Water Foreman	1	-	1	-	1	-
Water Services Supervisor	1	-	1	-	1	-
WATER UTILITY TOTAL	14	-	13	-	14	-
<i>Environmental Protection</i>						
Environmental Services Manager	1	-	1	-	1	-
Senior Administrative Technician	1	-	1	-	1	-
Management Analyst Trainee	-	1	-	1	-	1
Environmental Management Analyst	1	-	1	-	1	-
ENVIRONMENTAL PROTECTION TOTAL	3	1	3	1	3	1
<i>Sanitary Sewer</i>						
Street Worker	2	-	2	-	2	-
Street Crew Leader	1	-	1	-	1	-
SANITARY SEWER TOTAL	3	-	3	-	3	-
TOTAL ENTERPRISE FUNDS	20	1	19	1	20	1
INTERNAL SERVICE FUNDS						
<i>Central Equipment</i>						
Equipment Foreman	1	-	1	-	1	-
Equipment Maintenance Supervisor	1	-	1	-	1	-
Senior Equipment Mechanic	1	-	1	-	1	-
Senior Administrative Technician	1	-	1	-	1	-
Equipment Mechanic	1	1	1	1	1	-
CENTRAL EQUIPMENT TOTAL	5	1	5	1	5	-
<i>Management Information Systems</i>						
Information Technology Svcs Mgr	1	-	-	-	-	-
Senior IT Coordinator	1	-	-	-	-	-
Information Technology Coordinator	2	-	1	-	-	-
Electronic Resource Analyst	1	-	1	-	-	-
GIS Technician	1	-	1	-	1	-
MANAGEMENT INFORMATION SYSTEMS TOTAL	6	-	3	-	1	-
<i>Risk Management</i>						
<i>Worker's Compensation</i>						
Risk Manager	0.50	-	-	-	-	-
<i>Public Liability</i>						
Risk Manager	0.50	-	-	-	-	-
RISK MANAGEMENT & PUBLIC LIABILITY TOTAL	1	-	-	-	-	-
TOTAL INTERNAL SERVICE FUNDS	12	1	8	1	6	-

CITY OF COVINA CITY-WIDE STAFFING

	FY 2014 - 2015		FY 2015 - 2016		FY 2016 - 2017	
	No of Employees		No of Employees		No of Employees	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
SACRA						
Sr. Housing & CDBG Economic Development Manager	1	-	1	-	1	-
Finance Manager	1	-	-	-	-	-
Senior Management Analyst	-	-	-	-	-	-
TOTAL SACRA	2	-	1	-	1	-
GRAND TOTAL EMPLOYEES	186	150	170	147	167	51

Legislative Function
FY 2016/17 Adopted Budget

Legislative Function

The Legislative Function provides the resources and support needed for the following activities: City Council, City Clerk's Office, Elections, the City Treasurer, and the City Attorney's Office.

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
City Council	\$49,517	\$48,360	\$43,745	\$50,580
City Clerk	\$2,625	\$2,630	\$2,630	\$2,630
Elections	\$3,540	\$0	\$0	\$100,659
City Treasurer	\$2,856	\$2,870	\$2,870	\$2,870
City Attorney	\$205,799	\$220,000	\$231,380	\$220,000
Total Expenditures	\$264,337	\$273,860	\$280,625	\$376,739

Department Position Allocation

Classification	FY 14/15 Budgeted Positions	FY 15/16 Budgeted Positions	FY 16/17 Adopted Positions
FTE Part-Time Positions			
City Council	1.00	1.00	1.00
City Clerk	0.03	0.03	0.03
City Treasurer	0.03	0.03	0.03
Total	1.06	1.06	1.06

Note: The City Attorney's Office is provided pursuant to a contract for professional services, and the attorneys assigned are not directly employed by the City of Covina.



City Council

Department Overview

Under the Council-Manager form of government, the Covina City Council is responsible for the legislative functions of the City including establishing policies and priorities, developing an overall vision and approving annual spending plans for the City. The terms of the Mayor and Mayor Pro Tem are for one year, expiring at the first meeting of March. The terms of the City Council members are for four years, and the General Municipal Election is held in March in odd-numbered years.

Programs and Services

This activity provides the resources and support needed by the City Council to carry out the legislative and fiduciary responsibilities and establish City policy based on information provided by staff, advisory boards and commissions, and the community. The Mayor and City Council are supported by the City Manager and two administrative staff members, who also provide general support to the City Manager's Office. Other budgeted funds are allocated to costs such as Council conference and travel expenses and office equipment/supplies.

The City Council has identified the following core strategies:

- Maintain a financially sound, healthy organization.
- Ensure a responsive and transparent City government that provides opportunities for community involvement in decision-making.
- Provide a safe, well-maintained community that affords a high quality of life.
- Promote a strong, vibrant local economy.
- Provide high quality, well-maintained public infrastructure and facilities and efficient and effective planning.
- Seek and support solutions to regional issues such as housing, job creation, economic growth, homelessness, transit, and environmental sustainability that promote intergovernmental relationships and public-private partnerships.
- Create and uphold a culture of civility, pride and respect.



Legislative Function

FY 2016/17 Adopted Budget

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
City Council	\$49,517	\$48,360	\$43,745	\$50,580
Total Expenditures	\$49,517	\$48,360	\$43,745	\$50,580

Budget Overview and Significant Changes

The costs associated with strategic planning were moved to the City Manager's Office budget. Other changes reflect minor cost increases related to supplies and materials and a slight reduction in other operating expenses.

Department Position Allocation

Classification	FY 13/14 Budgeted Positions	FY 14/15 Budgeted Positions	FY 15/16 Adopted Positions
FTE Part-Time Positions			
City Council	1.00	1.00	1.00
Total FTE Part-Time Positions	1.00	1.00	1.00



CITY COUNCIL	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-0010

PERSONNEL SERVICES

50070	Attendance Fees	\$24,000	\$24,000	\$24,000	\$24,000	City Council stipends (\$400 x 5 members) x 12 months = \$24000
50110	Medicare Contribution	\$348	\$350	\$350	\$350	Medicare contribution
50120	PERS Contribution-Employee	\$768	\$770	\$770	\$770	PERS Employee - Contribution
50130	PERS Contribution-Employer	\$1,918	\$2,110	\$2,110	\$2,230	PERS Employer - Contribution
50150	Part time Retirement Contribution-Employer	\$1,080	\$1,080	\$1,080	\$1,080	PERS Employer - Contribution
TOTAL PERSONNEL SERVICES		\$28,114	\$28,310	\$28,310	\$28,430	

OPERATING

51000	Management Fees	\$1,467	\$0	\$0	\$0	
53100	Dues and Subscriptions	\$2,766	\$2,620	\$2,650	\$3,000	Proposed budget is used for US Conference of Mayors membership.
53200	Training, Conferences and Meetings	\$9,801	\$7,628	\$3,510	\$10,000	Attendance For League, ICA Winter, Chamber Installation, SGV Partnership Network, Economic Partnership Outlook, State of the City, etc.
53300	Postage	\$65	\$80	\$250	\$250	Postage related to City Council activities
53400	Mileage Reimbursement	\$614	\$0	\$0	\$0	
53500	Promotion Advertising	\$1,044	\$0	\$0	\$0	
53580	Blueprint and Photocopy	\$1,911	\$0	\$0	\$0	
53590	General Printing and Binding	\$483	\$500	\$510	\$600	Business cards, binding of reports, etc.
53990	Other	\$185	\$600	\$600	\$600	Badges, portraits, signature stamps, photo plates, gavels, etc.
54000	Office Supplies	\$269	\$500	\$275	\$500	Office supplies as needed
54020	Envelopes and Letterheads	\$0	\$200	\$190	\$200	Letterhead and envelopes as needed
54140	Award Supplies	\$1,665	\$4,600	\$4,300	\$2,500	Decreased \$2,100 (retirement plaques will be from HR) Police and Fire Recognition plaques, chamber plaques, flowers, Miss Covina supplies, certificate supplies, green and gold medallions, proclamation supplies, plaques, etc.
54150	Promotion Supplies	\$300	\$0	\$0	\$0	
54410	Food Supplies and Meals	\$492	\$1,500	\$1,500	\$2,000	Food & refreshments as needed
54990	General Supplies	\$300	\$1,822	\$1,650	\$2,500	General supplies as needed
58900	Indirect Cost Allocation	\$40	\$0	\$0	\$0	
TOTAL OPERATING		\$21,403	\$20,050	\$15,435	\$22,150	

TOTAL CITY COUNCIL	\$49,517	\$48,360	\$43,745	\$50,580	
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City Clerk

Department Overview

The City Clerk is an elected official and acts under the authority of the California Government Code and City Statutes and policies. The City Clerk is the official keep of the City Seal.

Programs and Services

The City Clerk attends City Council, Successor Agency to the Redevelopment Agency, Public Finance Authority, and Housing Authority meetings and prepares and certifies the minutes of these meetings. The City Clerk is responsible for administering oaths or affirmations of office. The City Clerk may appoint deputies to act on his or her behalf. The main objective of the City Clerk is to provide complete and up-to-date records of all proceedings of the legislative body.

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
City Clerk	\$2,625	\$2,630	\$2,630	\$2,630
Total Expenditures	\$2,625	\$2,630	\$2,630	\$2,630

Budget Overview and Significant Changes

The budget for this program is largely made up of the stipend paid to the City Clerk, with an addition cost for a surety bond. There are no significant changes for the 2016/17 fiscal year.

Department Position Allocation

Classification	FY 13/14 Budgeted Positions	FY 14/15 Budgeted Positions	FY 15/16 Adopted Positions
FTE Part-Time Positions			
City Clerk	0.03	0.03	0.03
Total FTE Part-Time Positions	0.03	0.03	0.03



CITY CLERK	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-0100

PERSONNEL SERVICES

50070	Attendance Fees	\$2,400	\$2,400	\$2,400	\$2,400	Monthly stipend for Elected City Clerk (\$200 x 12)
50110	Medicare Contribution	\$35	\$40	\$40	\$40	No increase is anticipated
50150	Part time Retirement Contribution-Employer	\$90	\$90	\$90	\$90	PARS Employer - Contribution
TOTAL PERSONNEL SERVICES		\$2,525	\$2,530	\$2,530	\$2,530	

OPERATING

53050	Surety Insurance	\$100	\$100	\$100	\$100	Yearly bond required under Gov't Code
58900	Indirect Cost Allocation	(\$2,540)	\$0	\$0	\$0	
TOTAL OPERATING		(\$2,540)	\$100	\$100	\$100	

TOTAL CITY CLERK	(\$15)	\$2,630	\$2,630	\$2,630	
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Elections

Department Overview

General Municipal Elections are held in March of odd-numbered years to allow the registered voters of Covina the opportunity to choose the five members of the City Council, the City Clerk, and the City Treasurer. In addition, the voters may also vote on various measures as needed. The next General Municipal Election will be held in March 2017.

Programs and Services

The main responsibility of the Elections function is to conduct timely and accurate processing of each voted ballot. This is accomplished by having well-trained staff to provide "Vote by Mail" ballots upon request; easy-to-find polling places on election day staffed with trained poll workers; and an organized election night counting procedure to ensure the accurate counting of all voted ballots.

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
Elections	\$3,540	\$0	\$0	\$100,659
Total Expenditures	\$3,540	\$0	\$0	\$100,659

Budget Overview and Significant Changes

The budget for FY 2016/17 reflects a cost of \$100,659 due to the presence of a scheduled election.



ELECTIONS	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-0600

PERSONNEL SERVICES

50020	Seasonal/Temporary Employees	\$0	\$0	\$0	\$3,810	Seasonal/temp employees - Inspectors & Clerks (6 precincts)
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$3,810	

OPERATING

51005	Consulting Fees	\$2,269	\$0	\$0	\$86,000	Martin & Chapman (sample and ballot printing & mailing, pollworker training, etc), City Clerk Mgmt Services (VBM processing)
51050	Election Fees	\$0	\$0	\$0	\$1,000	Election fees - Los Angeles County (precinct maps, voter rosters, voter signature verification etc.)
52610	Rentals-Buildings	\$0	\$0	\$0	\$240	Rentals-Buildings
53300	Postage	\$0	\$0	\$0	\$7,209	Postage
53540	Legal Notices and Publications	\$1,078	\$0	\$0	\$2,000	Legal notice and publication
53590	General Printing and Binding	\$0	\$0	\$0	\$200	General printing and binding
54000	Office Supplies	\$194	\$0	\$0	\$200	Office supplies
TOTAL OPERATING		\$3,540	\$0	\$0	\$96,849	

TOTAL ELECTIONS	\$3,540	\$0	\$0	\$100,659
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City Treasurer

Department Overview

The City Treasurer is an elected official and is the custodian of all City and Successor Agency funds. The City Treasurer also has investment authority over City funds.

Programs and Services

The City Treasurer is responsible for providing timely and accurate quarterly reports containing detailed information on all securities, investments, and funds of the City and Agency to the City Council. As the investment authority, the City Treasurer submits an annual Investment Policy to the City Council for approval and invests funds in accordance therein. Additionally, the City Treasurer is a signatory on the City and Successor Agency checking accounts.

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
City Treasurer	\$2,856	\$2,870	\$2,870	\$2,870
Total Expenditures	\$2,856	\$2,870	\$2,870	\$2,870

Budget Overview and Significant Changes

The budget for the program is made up of the stipend paid to the City Treasurer. There are no significant changes for the 2016/17 fiscal year.

Department Position Allocation

Classification	FY 14/14 Budgeted Positions	FY 15/16 Budgeted Positions	FY 16/17 Adopted Positions
FTE Part-Time Positions			
City Treasurer	0.03	0.03	0.03
Total FTE Part-Time Positions	0.03	0.03	0.03



CITY TREASURER	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-0200

PERSONNEL SERVICES

50070	Attendance Fees	\$2,400	\$2,400	\$2,400	\$2,400	Stipend for City Treasurer (\$200 x 12)
50110	Medicare Contribution	\$35	\$40	\$40	\$40	No increase is anticipated
50150	Part time Retirement Contribution-Employer	\$90	\$90	\$90	\$90	PARS Employer - Contribution
TOTAL PERSONNEL SERVICES		\$2,525	\$2,530	\$2,530	\$2,530	

OPERATING

53050	Surety Insurance	\$331	\$340	\$340	\$340	Surety insurance bond for City Treasurer
58900	Indirect Cost Allocation	(\$3,360)	\$0	\$0	\$0	
TOTAL OPERATING		(\$3,029)	\$340	\$340	\$340	

TOTAL CITY TREASURER	(\$504)	\$2,870	\$2,870	\$2,870	
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City Attorney

Department Overview

The Office of the City Attorney (OCA) provides legal advice and services to the City Council, City officials, staff, departments, boards, commissions, and related City agencies; protects the interests of the City; negotiates on behalf of the City; ensures that actions by, or on behalf of, the City are conducted in accordance with applicable legal requirements; and provides training and advice on how to manage risk and comply with the law. The OCA represents the City, its officers, and its employees in administrative and civil litigation matters involving official City business and prepares contracts, ordinances, resolutions, and other legal documents.

Legal services are provided pursuant to a contract with one or more law firms that specialize in public agency law and litigation to ensure the highest quality legal representation.

Programs and Services

Legal Advice

The OCA partners with City leaders to identify and implement creative approaches to the opportunities and challenges that face the City and advises and counsels the City Council, Boards, Commissions, and City staff on legal issues involving all City operations, including property development, zoning, economic development, housing, public utilities, administrative matters, environmental, liability, and general matters.

Ordinances, resolutions, contracts, and franchises are prepared by City staff and reviewed by the OCA. The OCA also monitors changes and developments in laws concerning the City, communicates pertinent changes to the City Council and affected departments, and in cooperation with City staff, drafts amendments to City ordinances and documents to comply with changes to the law.

Representation

The OCA is responsible for representing the City in all legal actions and administrative proceedings in which the City is concerned, or to which it is a party. The OCA represents City officials and employees in civil litigation arising out of or connected to City employment, and also prosecutes all charges of violation of municipal ordinances and regulations.



Legislative Function

FY 2016/17 Adopted Budget

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
City Attorney	\$205,799	\$220,000	\$231,380	\$220,000
Total Expenditures	\$205,799	\$220,000	\$231,380	\$220,000

Budget Overview and Significant Changes

The Adopted budget reflects the costs of the monthly retainer and addition special legal expenses.



CITY ATTORNEY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-0400

OPERATING

51200	Legal Fees	\$205,742	\$220,000	\$230,000	\$220,000	Reflects monthly retainer of \$17,500 plus projected additional expenses
51290	Other Legal Fees	\$57	\$0	\$0	\$0	
53990	Other	\$0	\$0	\$1,380	\$0	
53990	Indirect Cost Allocation	(\$234,000)	\$0	\$0	\$0	
TOTAL OPERATING		(\$28,201)	\$220,000	\$231,380	\$220,000	

TOTAL CITY ATTORNEY	(\$28,201)	\$220,000	\$231,380	\$220,000	
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City Administration

Department Overview

The City Manager's Office provides leadership and professional management to the City government in furtherance of the City Council's policies, priorities, and the community's values. The City Manager is responsible for guiding the Department Directors who administer services to the community while adhering to the direction and policies established by the City Council.

Programs and Services

The Office of the City Manager is organized into various activities: General Administration, Economic Development and Public Information.

General Administration

Provides the organizational support and leadership necessary to implement Council programs and policies to meet the City's current and future needs; ensures City operations demonstrate transparency, trust, and the highest level of fiduciary responsibility to the public; builds and maintains a strong ethical and service-oriented culture built on a foundation of teamwork and respect; provides ongoing, informative and accurate information to City employees regarding key initiatives, challenges, opportunities, and accomplishments; and communicates the mission, vision, and values of the organization.

Economic Development

Develops and implements programs in support of a healthy, vibrant, and prosperous economic environment; promotes a diverse local economy with businesses that provide employment and services for residents and tax revenue to support public services; and maintains collaborative relationships to facilitate desired economic activity.

Public Information

Fosters an informed and engaged community and develops mutual understanding and support by ensuring timely, relevant, and accurate public information in print, on-line, and via webcasts. Related tasks include facilitating the development of community newsletters and informational materials, issuing news releases, responding to media requests, managing content on the City's website, and serving as Public Information Officer (PIO).



Office of the City Manager

FY 2016/17 Adopted Budget

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
City Administration	\$598,923	\$476,061	\$469,371	\$400,490
Economic Development	\$18,739	\$128,000	\$142,496	\$136,570
Public Information	\$5,737	\$114,850	\$194,731	\$116,881
Records Management	\$265,372	\$210,431	\$179,999	\$239,780
Total Expenditures	\$888,771	\$929,342	\$986,597	\$893,721

Budget Overview and Significant Changes

One significant change is reflected in the Records Management Activity. In FY 16/17, the Records Management activity will be completed within the budget of the City Clerk.

The adopted changes in the City Manager's Office budget reflect program cuts to help achieve a balanced budget. The legislative advocacy contract has been terminated and the communications program will be restructured by eliminating the monthly retainer for outside communications services. To that end the City will reduce the number of "Covina Today" editions from seven (7) annually to three (3) or four (4). Furthermore, while the City will continue to utilize specialized outside graphics services for the most professional presentations, all content will be written and selected by staff.



Office of the City Manager
FY 2016/17 Adopted Budget

Department Position Allocation

Classification	FY 13/14 Budgeted Positions	FY 14/15 Budgeted Positions	FY 15/16 Adopted Positions
Full-Time Positions			
City Manager	1.00	1.00	1.00
Assistant to the City Manager	0.50	0.50	1.00
Executive Assistant to the City Manager	1.00	1.00	1.00
Chief Deputy City Clerk	-	1.00	1.00
Senior Deputy City Clerk	1.00	-	-
Administrative Technician	1.00	1.00	-
Total Full-Time Positions	4.50	4.50	4.00
FTE Part-Time Positions			
Administrative Technician	1.00	1.00	-
Office Assistant I	0.50	0.50	0.50
Total FTE Part-Time Positions	1.50	1.50	0.50
Total Full-Time Equivalent Positions	6.00	6.00	4.50



General Administration

The General Administration activity in the City Manager's office provides the organizational support and leadership necessary to implement Council programs and policies to meet the City's current and future needs; ensures City operations demonstrate transparency, trust, and the highest level of fiduciary responsibility to the public; builds and maintains a strong ethical and service-oriented culture built on a foundation of teamwork and respect; provides ongoing, informative and accurate information to City employees regarding key initiatives, challenges, opportunities, and accomplishments; and communicates the mission, vision, and values of the organization.



CITY MANAGER	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-0300

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$288,691	\$215,985	\$323,151	\$265,740	City Manager - 100%, Executive Assistant to the City Manager - 100%
50015	Regular Part-Time Employees	\$18,796	\$12,455	\$21,560	\$21,310	Office Assistant I - 100%
50030	Overtime	\$73	\$0	\$750	\$750	Budgeted anticipated overtime
50040	Vacation Pay	\$32,638	\$59,137	\$0	\$0	Vacation payout not anticipated
50050	Sick Leave Pay	\$22,283	\$0	\$0	\$0	Sick leave payout not anticipated
50086	Longevity Pay	\$1,000	\$0	\$0	\$0	No longevity payout anticipated
50110	Medicare Contribution	\$5,517	\$3,345	\$4,200	\$4,150	
50120	PERS Contribution-Employee	\$1,208	\$0	\$0	\$0	PERS Employee - Contribution
50130	PERS Contribution-Employer	\$54,402	\$40,738	\$48,000	\$45,580	PERS Employer - Contribution
50210	Group Health Insurance	\$2,150	\$2,607	\$1,800	\$2,530	
50230	Group Life Insurance	\$392	\$300	\$350	\$300	
50240	Group LTD Insurance	\$1,682	\$1,444	\$1,400	\$1,380	
50290	Group Flex Benefits	\$19,021	\$20,160	\$15,000	\$19,200	
50700	Auto Allowance	\$2,775	\$7,200	\$1,500	\$4,800	CM (\$600 x 8)
50705	Housing Allowance	\$4,300	\$0	\$0	\$0	Housing allowance eliminated
50890	Other Employee Benefits	\$5,984	\$7,200	\$1,800	\$8,000	City Manager (457 Contribution)
TOTAL PERSONNEL SERVICES		\$460,911	\$370,571	\$419,511	\$373,740	

OPERATING

51005	Consulting Fees	\$83,862	\$91,000	\$36,500	\$12,000	Consulting Fees
51250	Personnel Legal Fees	\$20,904	\$0	\$0	\$0	Special legal fees not anticipated in this FY
52200	Telephone	\$2,977	\$3,100	\$2,800	\$2,500	Cost of telephone service
53050	Surety Insurance	\$175	\$200	\$200	\$200	CM Public Official Bond
53100	Dues and Subscriptions	\$7,679	\$2,400	\$3,500	\$3,000	Dues and Subscriptions for: Tribune, CCMF, ICMA, SGVCMA, Kiplinger.
53200	Training, Conferences and Meetings	\$2,566	\$5,000	\$1,800	\$5,000	Attendance varies for League Conference, MMASC, League meetings, seminars, installations, annual workshop, Chamber Police/Fire, Chamber State of the City, SGVCMA, Chamber Installation of Officers, ICA Conferences, ICMA meeting, mixers and retreats.
53300	Postage	\$112	\$290	\$110	\$250	Proposed allows for fluctuations in workload and projects
53400	Mileage Reimbursement	\$1,643	\$200	\$200	\$200	Mileage reimbursement for miscellaneous travel
53450	Motor Pool	\$7,944	\$0	\$0	\$0	
53500	Promotion Advertising	\$1,500	\$0	\$0	\$0	Press releases and advertising
53540	Legal Notices and Publications	\$2,195	\$0	\$0	\$0	Was used for SGV Newspaper Group ads
53580	Blueprint and Photocopy	\$268	\$200	\$200	\$200	Duplicating charges as needed
53590	General Printing and Binding	\$290	\$200	\$250	\$200	Business cards as needed
53990	Other	\$1,908	\$1,000	\$750	\$1,000	Miscellaneous supplies as needed
54000	Office Supplies	\$644	\$750	\$750	\$750	Office Supplies as needed
54020	Envelopes and Letterheads	\$53	\$200	\$1,850	\$500	Envelopes and letterhead as needed
54100	Books	\$0	\$100	\$100	\$100	Reference books as needed
54410	Food Supplies & Meals	\$771	\$0	\$0	\$0	
54990	General Supplies	\$987	\$850	\$850	\$850	General supplies as needed
55700	Computer Hardware & Software	\$1,533	\$0	\$0	\$0	
58900	Indirect Cost Allocation	(\$565,920)	\$0	\$0	\$0	
TOTAL OPERATING		(\$427,909)	\$105,490	\$49,860	\$26,750	

TOTAL CITY MANAGER	\$33,003	\$476,061	\$469,371	\$400,490	
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Economic Development

The Economic Development activity coordinates, promotes and manages the City's economic development program to maintain a healthy economic base and encourage economic growth through business attraction, retention and expansion programs. Specifically, the Department envisions, coordinates and implements comprehensive development projects and efforts in conjunction with the Community Development Department that will have a significant and positive impact upon the City in the form of increased sales tax base, increased property values, elimination of physical and economic blight, community beautification, and improving the overall quality of life in the community.

Staff will work collaboratively with organizations such as the Chamber of Commerce, Downtown Merchants Association, San Gabriel Valley Economic Partnership and other organizations to facilitate a strong local economy.



ECONOMIC DEVELOPMENT	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-0310

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$10,092	\$66,626	\$80,000	\$69,140	Assistant to the City Manager - 70%
50110	Medicare Contribution	\$114	\$966	\$990	\$1,000	
50130	PERS Contribution-Employer	\$1,418	\$11,961	\$15,000	\$15,830	PERS Employer - Contribution
50210	Group Health Insurance	\$233	\$1,043	\$1,050	\$1,070	
50230	Group Life Insurance	\$28	\$126	\$126	\$130	
50240	Group LTD Insurance	\$102	\$464	\$480	\$480	
50290	Group Flex Benefits	\$0	\$8,064	\$8,064	\$8,070	
TOTAL PERSONNEL SERVICES		\$11,986	\$89,250	\$105,710	\$95,720	

OPERATING

51005	Consulting Fees	\$5,993	\$25,000	\$25,000	\$25,000	Consulting Fees
53100	Dues and Subscriptions	\$0	\$5,400	\$5,550	\$6,000	ICSC Admin/Council membership, SGV Economic partnership membership (\$6,000)
53200	Training, Conferences and Meetings	\$761	\$5,114	\$3,000	\$5,350	ICSC registration (\$2,850), travel (\$2,500)
54150	Promotion Supplies	\$0	\$3,236	\$3,236	\$4,500	ICSC giveaways, ICA gift baskets winter and summer.
TOTAL OPERATING		\$6,754	\$38,750	\$36,786	\$40,850	

TOTAL ECONOMIC DEVELOPMENT	\$18,739	\$128,000	\$142,496	\$136,570	
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Public Information

The Public Information activity fosters an informed and engaged community and develops mutual understanding and support by ensuring timely, relevant, and accurate public information in print, on-line, and via webcasts. Related tasks include facilitating the development of community newsletters and informational materials, issuing news releases, responding to media requests, managing content on the City's website, and serving as Public Information Officer (PIO).

Specific objectives in the Public Information activity include:

- Strengthen the City's identity and image and promote the City's existing areas of opportunity through the development and implementation of strategic messaging and a thoughtful public information strategy.
- Develop and implement a Communications Plan and strategy that identifies the short and long-term goals and includes a path to accomplish them.
- Redesign and produce the community newsletter to be more reader-friendly with informative, relevant content, major or notable capital improvement projects, achievements, features on civic leaders, volunteers as well as City employees who are contributing and making a difference.
- Effectively utilize social media.
- Prepare and distribute relevant, timely and accurate press releases.



PUBLIC INFORMATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-0320

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$4,325	\$28,554	\$33,000	\$29,630	Assistant to the City Manager - 30%
50110	Medicare Contribution	\$49	\$414	\$425	\$430	
50130	PERS Contribution-Employer	\$608	\$5,128	\$5,500	\$6,790	PERS Employer - Contribution
50210	Group Health Insurance	\$100	\$447	\$450	\$460	
50230	Group Life Insurance	\$12	\$54	\$60	\$60	
50240	Group LTD Insurance	\$44	\$199	\$210	\$210	
50290	Group Flex Benefits	\$0	\$3,456	\$3,456	\$3,460	
TOTAL PERSONNEL SERVICES		\$5,137	\$38,250	\$43,101	\$41,040	

OPERATING

51005	Consulting Fees	\$600	\$32,500	\$80,000	\$16,000	Various consultants
53300	Postage	\$0	\$11,400	\$27,080	\$21,312	City View mailing
53500	Promotion Advertising	\$0	\$29,000	\$44,550	\$38,529	City View printing
53540	Legal Notices and Publications	\$0	\$3,700	\$0	\$0	
TOTAL OPERATING		\$600	\$76,600	\$151,630	\$75,841	

TOTAL PUBLIC INFORMATION	\$5,737	\$114,850	\$194,731	\$116,881	
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Records Management

The Records Management activity, which is coordinated by the City Clerk's Office, supports City Council meetings by creating informational packets, posting meeting agendas, recording Council votes, and preparing meeting minutes; facilitates the Boards and Commissions Program; responds to Public Records Act requests; and maintains and stores legally mandated records. Equally important, but not as routine, are administrative services related to municipal elections. Additionally, this activity preserves the City's history while promoting strong community accessibility through the use of records management software, the City's website, and printed material designed to keep citizens informed and engaged on issues that impact their lives. Organizational goals are achieved by staying well-informed of the current laws governing the department's areas of responsibility and legal requirements, creating a culture of high integrity, adhering to State required ethics training, and completing the filing for the Fair Political Practices Commission.

Functions of the City Clerk/Record Management include:

- Preparing and administering Council meeting agendas in accordance with the Brown Act.
- Maintaining a complete and accurate record of the proceedings and legislative history.
- Codifying ordinances, certifying documents, coordinating matters directed by Council.
- Monitoring appointments, resignations and terminations for all Board, Commission, Committees and assuring compliance with the Maddy Act.
- Administering the Records Management Program and responding to approximately 160 Public Records Act requests each year.
- Maintaining and building the Laserfiche software and ensuring quality assurance for long-range planning of municipal records and files.
- Coordinating the legal advertising and notices, ordinances and other required legislative actions.
- Coordinating the recording of applicable agreements and other documents with Los Angeles County Recorder.
- Planning, organizing and directing all general municipal elections as scheduled and any special municipal election that may be called.
- Ensuring the legality of election proceedings in accordance with the California Election Code, California Government Code and Covina Municipal Code.
- Identifying ways of public outreach for registered voters and fostering a cooperative relationship with the Los Angeles County Registrar-Recorder.
- Acting as a Passport Acceptance Facility for the community, providing service for approximately 300 citizens each year.



RECORDS MANAGEMENT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-0700

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$139,010	\$84,473	\$76,000	\$131,500	Chief Deputy City Clerk - 100%, Records Technician - 100%
50015	Regular Part-Time Employees	\$19,320	\$44,786	\$49,000	\$0	
50030	Overtime	\$121	\$0	\$0	\$0	
50035	Compensation Time	\$1,023	\$0	\$0	\$0	
50040	Vacation Pay	\$11,834	\$3,330	\$2,411	\$0	
50050	Sick Leave	\$8,843	\$0	\$0	\$0	
50086	Longevity Pay	\$1,500	\$0	\$0	\$0	
50110	Medicare Contribution	\$2,829	\$1,875	\$1,875	\$1,910	
50120	PERS Contribution-Employee	\$896	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$25,881	\$20,082	\$17,000	\$30,470	PERS Employer - Contribution
50210	Group Health Insurance	\$1,022	\$2,980	\$1,450	\$3,040	
50230	Group Life Insurance	\$482	\$480	\$275	\$360	
50240	Group LTD Insurance	\$932	\$836	\$625	\$920	
50290	Group Flex Benefits	\$21,180	\$11,750	\$11,000	\$23,040	
TOTAL PERSONNEL SERVICES		\$234,872	\$170,592	\$159,636	\$191,240	

OPERATING

51005	Consulting Fees	\$0	\$16,703	\$96	\$0	
51990	Other Professional Fees	\$96	\$3,000	\$3,000	\$3,000	Professional Fees
52200	Telephone	\$967	\$1,100	\$1,100	\$1,100	Cost of telephone service
52470	Maint-Office Equipment	\$295	\$0	\$0	\$0	
53100	Dues and Subscriptions	\$3,710	\$1,100	\$1,100	\$475	Dues for International Institute for Municipal Clerks (IIMC), City Clerk's Association of California (CCAC)
53200	Training, Conferences and Meetings	\$2,721	\$3,520	\$1,834	\$6,730	Various trainings including: Clerks Series 200 & 300, Master Municipal Clerk Academy, League of CA Cities Annual Conference, Regional CCAC meetings, TTC, Liebert Cassidy Whitmore Management Training, TTC, and Nuts & Bolts Training
53300	Postage	\$336	\$500	\$500	\$500	Postage
53400	Mileage Reimbursement	\$280	\$209	\$393	\$685	Travel mileage for training meetings
53540	Legal Notices and Publications	\$2,929	\$3,500	\$3,000	\$16,000	Legal publications increased for new development and municipal code changes
53560	Ordinance Publication	\$1,139	\$2,000	\$2,000	\$8,000	Ordinance publications increase for new development and municipal code changes
53580	Blueprint and Photocopy	\$838	\$700	\$700	\$700	Photocopies of agenda packet
53590	General Printing and Binding	\$25	\$100	\$100	\$200	Business cards & other printing
53990	Other	(\$178)	\$500	\$500	\$500	
54000	Office Supplies	\$6,335	\$2,000	\$2,000	\$2,600	Office supplies increased due to future purchase of archival minute books and paper
54030	Computer Supplies	\$7,469	\$0	\$0	\$0	
54100	Books	\$2,125	\$4,000	\$4,000	\$8,000	Books - Municipal Code Codification
54210	Photography Supplies	\$509	\$107	\$0	\$0	
54410	Food Supplies and Meals	\$125	\$0	\$0	\$50	Food supplies & meals
58900	Indirect Cost Allocation	(\$244,080)	\$0	\$0	\$0	
TOTAL OPERATING		(\$214,358)	\$39,039	\$20,322	\$48,540	

TOTAL CITY CLERK	\$20,514	\$209,631	\$179,958	\$239,780	
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RECORDS MANAGEMENT	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-RM10

OPERATING

51005	Passport Postage	\$779	\$800	\$40	\$0	Suspended passport services/photos
TOTAL OPERATING		\$779	\$800	\$40	\$0	

TOTAL CITY CLERK (1010-RM10)		\$779	\$800	\$40	\$0
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Finance

Department Overview

The Finance Department is responsible for the overall financial operations of the City, the Successor Agency to the Covina Redevelopment Agency (SACRA) and Housing Authority. Services include: Finance Administration, General Accounting and Financial Reporting, Independent Audit, and Financial Information Systems. Information Technology staff provides technical support services and maintains the City's computer accounting system, cellphones as well as other technical equipment.

Programs and Services

The Finance Department consists of the following activities:

- General Administration
- Duplicating
- Information Technology

Goals and Objectives

- Provide exemplary customer service to our citizens and other city departments by adopting a customer service focused environment.
- Prepare and implement sound financial policies.
- Maintain a strong system of internal controls throughout the City.
- Facilitate and monitor the City's budget process and provide information for decision making to City Council, and taxpayers in order to produce a balanced and fiscally responsible budget.
- Prepare and disseminate accurate financial information to employees, City Council, bondholders and outside agencies in a timely and efficient manner.
- Effectively manage cash flow and improve return on investments.
- Setup and Implementation of Affordable Care Act reporting requirements in MUNIS (financial system).
- Adopt formal budget policies.



Finance Department FY 2016/17 Adopted Budget

Department Budget Summary

Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
Finance Administration	\$1,245,185	\$859,066	\$930,839	\$904,140
Duplicating	\$91,105	\$84,607	\$31,775	\$0
Total Expenditures	\$1,336,290	\$943,673	\$962,614	\$904,140

Budget Overview and Significant Changes

The Adopted budget has decreased over the current year, as evidenced in the charts above. Much of this decrease is attributable to the reclassification of staffing to better reflect the needs of the department.



Finance Department

FY 2016/17 Adopted Budget

Department Position Allocation

Classification	FY 14/15 Budgeted Positions	FY 15/16 Budgeted Positions	FY 16/17 Adopted Positions
Full-Time Positions			
Finance			
Finance Director	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Senior Accountant	2.00	1.00	2.00
Accountant	-	-	-
Account Clerk I	1.50	0.75	1.00
Business License Technician	1.00	-	-
Account Clerk II	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
Senior Management Analyst	1.00	-	-
Senior Administrative Technician	-	-	1.00
Duplicating			
Printing/Central Services Specialist	1.00	-	-
Information Technology			
Information Technology Services Manager	1.00	-	-
Senior Information Technology Coordinator	1.00	-	-
Electronic Resource Analyst	1.00	1.00	-
GIS Technician	1.00	1.00	1.00
Information Technology Coordinator	2.00	1.00	-
Total Full-Time Positions	16.50	8.75	9.00
FTE Part-Time Positions			
Account Clerk II	0.50	0.50	0.50
Office Assistant II	-	-	1.00
Administrative Intern	-	-	0.50
Total FTE Part-Time Positions	0.50	0.50	2.00
Total Full-Time Equivalent Positions	17.00	9.25	11.00



General Administration

General Administrative support services provided by the Finance Department include: finance administration, accounting, audit and financial reporting, budget, treasury and revenue management for the City, SACRA and Housing Authority financial operations.

Finance Administration

Administrative responsibilities of the Finance Department include development and recommendation of fiscal policies and guidance to the City Council and administration of the City's financial system.

In coordination with Information Technology, Finance priorities include:

- Develop procedures for the effective use of the City's financial system to improve organizational efficiency and productivity.
- Coordinate and review user roles to ensure effective internal controls are maintained with regards to system access.
- Coordinate system updates to ensure that the financial system is compliant with all applicable federal, state and local legislation.

Accounting, Audit and Financial Reporting

The Finance Department prepares the City's Comprehensive Annual Financial Report (CAFR), the quarterly Treasurer's Report, the Annual State Controllers reports, and quarterly fiscal and budgetary reports. The City CAFR has been awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for nine years. Finance also coordinates the annual single and special audits.

Beginning Fiscal Year 2016, monthly expenditure reports and comparison of budget to actual will be reviewed by departments and provided to City Council.

Finance accounts for all revenues and expenditures for the City and Successor Agency, monitors internal controls over a variety of transactions city wide, processes payroll, manages accounts payable and receivable and administers grants and capital project funds.

Budget

Under the direction of the City Manager, Finance coordinates and prepares the annual budget and calculates the GANN limit. The department monitors compliance with adopted budget policies, posts department initiated and Council approved budget amendments in MUNIS,



Finance Department

FY 2016/17 Adopted Budget

prepares a mid-year review and reports to City Council the status of the City's major funds on a quarterly basis.

Treasury and Revenue Management

Finance is responsible for managing cash, investments and debt service of the City and of the Successor Agency. The investment portfolio is monitored for compliance with the City's investment policy. The investment policy is prepared by Finance annually and submitted to Council for approval. The department also coordinates the periodic user fee study for adoption by Council.

Business License

Business licensing is responsible for the administration and enforcement of the City's business license registration tax and business district assessment fees. Business License staff coordinates license renewals. The goal is to provide a streamlined process for new businesses to complete their application and meeting with other departments to identify all City regulatory requirements needed to approve the application and obtain a business license. A business license processing fee supports the activity

Cashier

The City cashier is located in the Finance Department. At the cashier, citizens can make payments for various City services including water, permits and business license and/or obtain information on various City programs and events. The City Cashier also provides information necessary for new residents and businesses.



FINANCE	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION/PROJECT: 1010-0500

REVENUE

40590	Business Registration Penalty	\$107	\$150	\$100	\$150	
43020	Returned Ck Fees	\$9,407	\$7,000	\$8,000	\$8,000	
43022	License Processing Fees	\$115,473	\$175,000	\$175,000	\$175,000	
46890	Employee Benefits-Other	\$37	\$40	\$0	\$0	Admin fee for employee medical billings
48990	Other	\$3,049	\$0	\$0	\$0	Miscellaneous refunds/reimbursements - none anticipated for FY 16/17
TOTAL REVENUE		\$128,073	\$182,190	\$183,100	\$183,150	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$626,177	\$269,028	\$220,000	\$267,680	Finance Director - 40%, 2 - Sr. Accountant - 100%, Account Clerk I - 30%, Account Clerk II - 100%, Payroll Technician - 100%
50015	Regular Part-Time Employees	\$32,262	\$37,540	\$105,000	\$158,940	Finance Manager - 40%, Account Clerk II - 100%, Office Assistant II - 65%, Office Assistant II - 30%, Administrative Intern - 40%
50030	Overtime	\$147	\$0	\$3,000	\$3,000	
50035	Compensation Pay	\$0	\$0	\$400	\$400	
50040	Vacation Pay	\$30,795	\$53,184	\$49,000	\$0	
50045	Administrative Leave	(\$115)	\$0	\$0	\$0	
50050	Sick Leave Pay	\$9,555	\$53,480	\$46,000	\$0	
50080	Severance Pay	\$1,530	\$10,395	\$78,353	\$0	
50086	Longevity Pay	\$6,000	\$0	\$1,900	\$1,900	
50087	Bilingual Pay	\$0	\$0	\$0	\$3,090	
50110	Medicare Contribution	\$10,348	\$4,441	\$7,000	\$5,980	
50120	PERS Contribution-Employee	\$8,760	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$123,900	\$65,931	\$58,000	\$94,210	PERS Employer - Contribution
50210	Group Health Insurance	\$8,807	\$4,791	\$3,900	\$7,750	
50230	Group Life Insurance	\$1,615	\$743	\$600	\$930	
50240	Group LTD Insurance	\$4,073	\$1,871	\$1,400	\$2,600	
50290	Group Flex Benefits	\$93,705	\$47,812	\$35,000	\$59,340	
TOTAL PERSONNEL SERVICES		\$957,559	\$549,216	\$609,553	\$605,820	

FINANCE			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	
JND/FUNCTION/PROJECT: 1010-0500							
OPERATING							
51005		Consulting Fees	\$37,413	\$18,700	\$94,154	\$72,000	Account Temps, GFS, HDL
51005	CASP	Consulting Fees	\$3	\$0	\$0	\$0	
51100		Auditing and Accounting	\$86,906	\$130,900	\$88,150	\$88,000	Projected cost of audit by audit firm
51110		Investment Management Fees	\$13,530	\$24,000	\$15,000	\$15,000	Management of long-term investments
51165		Mandated Cost Reimbursement	\$10,250	\$9,500	\$9,500	\$9,000	SB90 claims preparation
51170		Property Tax Administrative	\$73,501	\$75,000	\$75,845	\$76,000	County of Los Angeles property tax administration
51180		Property Tax Recovery Fees	\$6,957	\$1,000	\$0	\$1,000	Property Tax recovery services related to misallocated tax
51185		Sales Tax Recovery Fees	\$19,665	\$7,000	\$11,708	\$7,000	Sales Tax consultant and costs related to recovery of misallocated tax
52200		Telephone	\$3,895	\$5,300	\$5,300	\$5,300	Cost of telephone service
53050		Surety Insurance	\$404	\$410	\$0	\$410	Surety insurance bond for Finance Director
53100		Dues and Subscriptions	\$1,530	\$1,250	\$500	\$1,500	CSMFO; CMRTA; GFOA, MMASC participation
53200		Training, Conferences and Meetings	\$1,581	\$5,800	\$780	\$2,000	CSMFO; League of CA Cities; MMASC other training
53210		Employee Training	\$535	\$0	\$0	\$0	Moved to Conferences & Meetings
53300		Postage	\$7,757	\$8,000	\$8,000	\$8,000	Cost of mailing A/P checks; Business License renewals and certificates
53400		Mileage Reimbursement	\$2,316	\$200	\$19	\$200	Mileage reimbursement
53450		Motor Pool	\$5,964	\$0	\$0	\$0	
53540		Legal Notices and Publications	\$827	\$530	\$530	\$530	Notice for stale-dated checks & unclaimed deposits
53580		Blueprint and Photocopy	\$211	\$500	\$500	\$500	In-house copier charges; most copying done in Finance
53590		General Printing and Binding	\$1,076	\$1,100	\$1,100	\$1,100	Budget & CAFR printing
53600		Licenses and Taxes	\$3,580	\$0	\$0	\$0	One-time IRS charge related to taxes
53800		Bank Service Charges	\$4,563	\$5,000	\$5,000	\$5,000	Bank of the West fees, including armored car pickup
53905		Tax Interest/Penalties	\$115	\$0	\$0	\$0	
53990		Other	\$146	\$10,180	\$400	\$1,000	Cost of annual document destruction and new transparency software
4000		Office Supplies	\$2,865	\$3,650	\$3,000	\$3,000	General office supplies
54020		Envelopes and Letterhead	\$1,107	\$1,200	\$1,200	\$1,200	Envelopes for AP checks; Business License renewals and certificates
54100		Books	\$0	\$50	\$0	\$50	
54350		Special Supplies	\$913	\$580	\$600	\$530	Year end tax forms (1099; W2)
54410		Food Supplies & Meals	\$17	\$0	\$0	\$0	
58900		Indirect Cost Allocation	(\$1,151,265)	\$0	\$0	\$0	
TOTAL OPERATING			(\$863,639)	\$309,850	\$321,286	\$298,320	
TOTAL FINANCE			\$93,920	\$859,066	\$930,839	\$904,140	

Duplicating

Duplicating

Duplicating is a support service benefitting all City departments. The major functions of the program include:

- Reproduction and development of original documents for all City departments.
- Mail processing for all City departments.
- Production and central inventory location for all commonly used City forms and some supplies.

The Duplicating function was eliminated during FY 15-16. Figures shown are only for historical purposes.



DUPLICATING SERVICES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-0910

REVENUE

43050	Duplicating Charges	\$11,493	\$12,000	\$300	\$0	
TOTAL REVENUE		\$11,493	\$12,000	\$300	\$0	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$42,505	\$11,475	\$5,300	\$0	
50035	Compensation Time	\$0	\$119	\$53	\$0	
50040	Vacation Pay	\$1,682	\$28,429	\$7,800	\$0	
50050	Sick Leave Pay	\$0	\$17,209	\$4,700	\$0	
50080	Severance Pay	\$1,754	\$2,423	\$0	\$0	
50110	Medicare Contribution	\$733	\$583	\$266	\$0	
50120	PERS Contribution-Employee	\$880	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$8,898	\$1,531	\$705	\$0	
50210	Group Health Insurance	\$1,479	\$388	\$178	\$0	
50230	Group Life Insurance	\$182	\$0	\$0	\$0	
50240	Group LTD Insurance	\$303	\$0	\$11	\$0	
50290	Group Flex Benefits	\$11,580	\$2,030	\$930	\$0	
50710	Clothing Allowance	\$188	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$70,184	\$64,187	\$19,943	\$0	

OPERATING

52200	Telephone	\$484	\$600	\$537	\$0	
52490	Maint-Other Equipment	\$8,766	\$8,500	\$7,685	\$0	
52690	Rentals-Other Equipment	\$4,091	\$3,270	\$2,455	\$0	
53400	Mileage Reimbursement	\$0	\$50	\$0	\$0	
4000	Office Supplies	\$228	\$0	\$0	\$0	
4010	Duplicating/Copying Supplies	\$7,353	\$8,000	\$1,155	\$0	
58900	Indirect Cost Allocation	(\$90,167)	\$0	\$0	\$0	
TOTAL OPERATING		(\$69,246)	\$20,420	\$11,832	\$0	

TOTAL DUPLICATING	\$938	\$84,607	\$31,775	\$0	
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Human Resources

Department Overview

The Human Resources & Risk Management Department is staffed with a Human Resources Director, a Senior Human Resources Analyst, and a Senior Administrative Technician. The department has the privilege of working with all city departments and responsibilities include recruit and retention, training and development, benefits administration, labor relations, and management of workers' compensation and liability claims.

Human Resources & Risk Management staff is committed to providing the highest quality of customer service to the organization and the community. Employees are our most valuable resource and through establishing, administering and effectively communicating sound policies, rules and best practices, we strive to promote a positive, service oriented and professional work environment.

Programs and Services

General Administration

General Administration activities include maintaining and administering a comprehensive personnel system that is based on merit. The department provides recruitment, training, employee relations, and labor relations services for all City departments.

General Insurance

General Insurance and risk management functions include ensuring that the City maintains adequate insurance, addressing public liability issues, workers compensation administration, retiree health programming, unemployment compensation insurance, property insurance, and surety bonding. With respect to general insurance, the department:

- Coordinates quarterly reimbursement for retiree medical insurance with Finance staff;
- Monitors unemployment claims; and
- Secures necessary bonds and property insurance through outside carriers.

Public liability involves the management of liability claims for damages filed against the City under a self-insured program. This is accomplished through the following:

- Recording and analyzing the City's loss history;
- Administration and appropriate handling of liability claims;



Human Resources Department

FY 2016/17 Adopted Budget

- Coordination of legal services with the City Attorney and special counsel; and
- Securing necessary bonds and excess liability and workers' compensation insurance coverage through outside carriers.

Department Budget Summary

*Other Benefits include the costs of retiree benefits and unemployment compensation.

Budget Overview and Significant Changes

The department is focused on cost reduction efforts while continuing to provide high quality, responsive service to all City departments.

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
General Administration	\$359,331	\$443,781	\$489,334	\$497,620
General Insurance	\$451,637	\$610,500	\$609,482	\$473,624
Total Expenditures	\$810,968	\$1,054,281	\$1,098,816	\$971,244



Human Resources Department

FY 2016/17 Adopted Budget

Department Position Allocation

Classification	FY 14/15 Budgeted Positions	FY 15/16 Budgeted Positions	FY 16/17 Adopted Positions
Full-Time Positions			
Director of Human Resources	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	-	1.00
Human Resources Analyst	-	1.00	-
Sr. Administrative Technician	1.00	1.00	1.00
Workers Compensation			
Risk Manager	0.50	0.50	-
Public Liability			
Risk Manager	0.50	0.50	-
Total Full-Time Positions	4.00	4.00	3.00
FTE Part-Time Positions			
Administrative Intern	0.50	0.50	-
Total FTE Part-Time Positions	0.50	0.50	-



HUMAN RESOURCES	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-0800

REVENUE

43600	Property Rental Fees	\$1,800	\$1,200	\$1,800	\$1,200	LA Works Office Space Rental
48990	Other	\$1,155	\$1,155	\$0	\$0	Annual Employee Appreciation Lunch Contributions from Directors for Prizes.
TOTAL REVENUE		\$2,955	\$2,355	\$1,800	\$1,200	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$169,030	\$146,360	\$147,000	\$169,320	HR Director - 20%, Sr. HR Analyst - 100% ; Senior Admin. Tech - 100%
50015	Regular Part-Time Employees	\$32,600	\$0	\$50,200	\$0	
50035	Compensation Time	\$0	\$0	\$350	\$350	
50038	Education Pay	\$0	\$0	\$0	\$600	
50040	Vacation Pay	\$16,434	\$0	\$1,800	\$0	No Vacation Payouts are anticipated for FY 16-17
50050	Sick Leave Pay	\$10,226	\$0	\$2,200	\$0	No Sick Leave Payouts are anticipated for FY 16-17
50086	Longevity Pay	\$1,500	\$0	\$0	\$0	
50087	Bilingual	\$0	\$0	\$0	\$1,200	
50110	Medicare Contribution	\$3,470	\$2,103	\$3,000	\$2,460	
50120	PERS Contribution-Employee	\$1,138	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$32,381	\$30,643	\$31,000	\$39,240	PERS Employer - Contribution
50190	Retirement	\$0	\$0	\$1,600	\$1,300	
50210	Group Health Insurance	\$2,163	\$3,275	\$1,500	\$3,340	
50230	Group Life Insurance	\$439	\$374	\$360	\$400	
50240	Group LTD Insurance	\$1,208	\$834	\$980	\$1,190	
50290	Group Flex Benefits	\$24,789	\$24,142	\$17,500	\$25,350	
TOTAL PERSONNEL SERVICES		\$295,378	\$207,731	\$257,490	\$244,750	

HUMAN RESOURCES	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-0800

OPERATING

51005	Consulting Fees	\$0	\$3,500	\$0	\$25,000	Consulting firm to coordinate City Manager recruitment
51250	Personnel Legal Fees	\$27,288	\$175,000	\$140,000	\$175,000	Personnel Issues/Labor Relations, Pichess Motions (Richards, Watson, & Gershon), Personnel Board (Richards, Watson, & Gershon), Hearing Officer (Mediator/OAH)
51330	Medical Fees	\$3,586	\$10,000	\$10,500	\$6,300	Pre-employment Medical testing, DMV medical physicals, Pre-employment Psychological Evaluations, Random drug testing program quarterly testing
51800	Testing Fees	\$3,067	\$4,000	\$6,381	\$8,000	Written exams for Police Recruits, Dispatchers, Clerical, etc., Physical agility testing for safety personnel, Bilingual testing services.
51810	Fingerprinting Fees	\$5,083	\$4,000	\$5,000	\$5,000	Live scan fingerprinting for Department of Justice and FBI
51890	Other Professional Fees	\$0	\$6,800	\$5,000	\$3,500	Education verification through National Student Clearinghouse, Everify program (Nationalization verification for Citizenship status), Transcribing services
51990	Other Professional Fees	\$650	\$0	\$0	\$0	
52200	Telephone	\$2,376	\$2,500	\$2,000	\$1,200	Cell phone for department
53000	Liability	\$0	\$0	\$41	\$0	
53100	Dues and Subscriptions	\$1,125	\$2,500	\$40	\$3,420	Labor Law Poster Compliance Program, SGV Consortium Membership (Labor Relations)
53200	Training, Conferences and Meetings	\$134	\$5,000	\$1,306	\$1,500	Registration for 2 to LCW Annual Conference, February 2017, in Anaheim, CA
53210	Employee Training	\$1,238	\$5,750	\$16,409	\$5,250	SGV Consortium Workshops, AFSCME Group Tuition Reimbursement for Section 12.0.3 Job Related Education Reimbursement Program, LCW Annual Conference (February 2017 in Anaheim, CA), Local Government Leadership & Supervisory Academy
53300	Postage	\$331	\$700	\$854	\$1,000	Postage Fees for USPS & FedEx
53400	Mileage Reimbursement	\$270	\$0	\$33	\$200	Employee Car Mileage Reimbursement
53510	Employment Advertising	\$8,617	\$5,000	\$26,967	\$5,000	Job advertisements
53580	Blueprint and Photocopy	\$137	\$1,000	\$0	\$0	
53590	General Printing and Binding	\$147	\$500	\$98	\$200	Printing charges
53990	Other	\$3,558	\$3,000	\$8,973	\$5,800	Gift cards for oral board raters, Employee Recognition Breakfast, Employee gift certificates for participation in City events (Halloween, etc), Open enrollment health fair/Employee lunch
54000	Office Supplies	\$1,235	\$1,000	\$2,500	\$1,000	Office supplies
54100	Books	\$70	\$500	\$0	\$0	
54140	Award Supplies	\$3,525	\$3,300	\$3,643	\$3,500	Annual Employee Awards & Service Plaques
54300	Instructional and Training Supplies	\$0	\$500	\$0	\$0	
54410	Food Supplies and Meals	\$1,517	\$1,500	\$2,100	\$2,000	Oral Board Breakfast & Lunches
58900	Indirect Cost Allocation	(\$372,000)	\$0	\$0	\$0	
TOTAL OPERATING		(\$308,047)	\$236,050	\$231,844	\$252,870	

TOTAL HUMAN RESOURCES	(\$12,669)	\$443,781	\$489,334	\$497,620	
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GENERAL INSURANCE	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

ND / FUNCTION: 1010-0880

REVENUE

46890	Employee Benefits-Other	\$5,933	\$6,000	\$0	\$0	
TOTAL REVENUE		\$5,933	\$6,000	\$0	\$0	

PERSONNEL SERVICES

50110	Medicare Contribution	\$3,761	\$4,500	\$3,000	\$3,500	Retiree medical reimbursement program taxes charged
50180	Supplemental Retiree Benefit	\$148,804		\$17,504		
50190	Retirement Benefits	\$198,876	\$400,000	\$350,000	\$350,000	Retiree medical payments
50500	Unemployment Compensation	\$29,082	\$127,000	\$152,000	\$30,000	Actual costs associated with unemployment (UI) benefits paid to employees
TOTAL PERSONNEL SERVICES		\$380,522	\$531,500	\$522,504	\$383,500	

OPERATING

53020	Property Insurance	\$71,115	\$79,000	\$86,978	\$90,124	Property insurance premium
58900	Indirect Cost Allocations	(\$525,240)	\$0	\$0	\$0	
TOTAL OPERATING		(\$454,125)	\$79,000	\$86,978	\$90,124	

TOTAL GENERAL INSURANCE	(\$73,603)	\$610,500	\$609,482	\$473,624	
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Community Development Department

FY 2016/17 Adopted Budget

Community Development

Department Overview

The Community Development Department oversees all land use policy planning and development review in the City, and administers and enforces the Covina Municipal Codes and other governmental regulations related to the physical development of the City. A core function of the Department is to coordinate customer services related to zoning information and approvals, development applications, and building permits. The Department also administers a fair and unbiased enforcement program to correct Municipal Code and land use violations. In addition, the Department provides staff support to Planning Commission, Historic Preservation Board and Successor Agency Oversight Board.

Programs and Services

The Community Development Department's goals are to improve the physical appearance of the City, to preserve safe and livable neighborhoods in the community, and to promote economic and social vitality in the community for residents, businesses and visitors. The Community Development Department is organized into four programs: Administration, Planning, Building and Safety and Code Enforcement. The Department serves a wide range of clients including residents, businesses, property owners, design professionals, and contractors.

Administration

The Department Administration provides overall leadership and management of the Community Development Department. Activities include budgeting, work programming, personnel administration, and general support for the City Manager's Office, City Clerk, and the City Executive Leadership Team. The Department Administration also provides Economic Development support to the City Manager's Office.

Planning

The Planning Division advises and reports to the City Council, City Manager and Planning Commission on community development issues. The mission of Planning Division is to guide the orderly growth and development in the community that improves the quality of life, to provide timely and efficient services to the community, and to achieve the highest design quality possible. A major function of the Planning Division is to coordinate and process development applications for planning permits and administering and enforcing the City's Zoning Codes. The Planning Division will take a lead role in working with the Development Review Committee (DRC), consisting of City staff from multiple departments, in continuing to identify and



Community Development Department

FY 2016/17 Adopted Budget

implement improvements to the development review process. The Planning staff recognizes that a streamlined development review process will further enhance economic development throughout the City. In addition, the Planning Division is required by State Law to prepare, to periodically review, and to revise the City's General Plan and implement the Plan through the administration of specific plans, zoning regulations, subdivision ordinances, and environmental reviews.

Building & Safety

The Building & Safety Division is responsible for managing construction permits and inspections for compliance with Federal, State and local building regulations. The mission of the Building & Safety Division is to protect the people who live and work in the City. A major function of the Building & Safety Division is to provide timely plan review, permit issuance and construction inspections to ensure compliance with the approved building plans. Building staff provides technical support to homeowners, contractors, and design professionals on the latest building code regulations. It is the overall goal of the Building & Safety Division to provide superior customer service. The review of building plans for minor permits will typically be completed over the counter or within one day depending on the workload and the initial review of all other building plans will be completed within 21 calendar days. Most building inspections can be scheduled just one business day in advance, if requested prior to 3 p.m. on the previous day.

Code Enforcement

The Code Enforcement Division is responsible for enforcing the Covina Municipal Code and other state and county codes. The mission of the Code Enforcement Division is to promote and maintain a safe and desirable living and working environment throughout the City. Code Enforcement staff partners with other City Departments to resolve violations at residential, commercial and industrial properties. In addition, Code Enforcement staff collaborates with residents, businesses, government and civic organizations, schools and community-based organizations to address concerns throughout the City and to enhance the quality of life in the community.

Community Development Block Grant (CDBG)

The CDBG program detail is found in the Special Revenue Fund section of this budget document. The Community Development Block Grant (CDBG) program is federally-funded through the United States Department of Housing and Urban Development. Covina participates in the CDBG program through membership in the Los Angeles County Urban County, which is achieved through an agreement with the Los Angeles County Community Development Commission (CDC).



Community Development Department

FY 2016/17 Adopted Budget

Transitional House

The Transitional House detail is found in the Special Revenue Fund section of this budget document. In July 2004, the Covina Redevelopment Agency purchased a home to serve as a transitional house for families who have been homeless and are in need of re-establishing a home. The Covina Housing Authority assumed the duties and functions of the redevelopment agency upon its dissolution, and manages and maintains the house. A contracted service provider, Catholic Charities of Los Angeles, Inc., (CCLA), provides a comprehensive system of supportive services including case management, mainstream benefit linkage, income enhancement through employment resources and linkage, and permanent housing resources and placement. Upon entry, an Individual Service Plan is established for each household with stated goals to achieve in order to exit to permanent housing and increase their total income.

Covina Housing Authority

The Covina Housing Authority program detail is found in the Special Revenue Fund section of this budget document. The Covina Housing Authority was established on January 25, 2011, by Resolution 11-6926. On January 30, 2012, (Resolution 12-7045), the Covina City Council elected not to retain the housing assets and functions previously performed by the Covina Redevelopment Agency, which was dissolved pursuant to Part 1.85 of Division 24 of the California Health and Safety Code. All rights, powers, duties and obligations were transferred to the Covina Housing Authority.

Successor Agency to the Covina Redevelopment Agency (SACRA)

The Successor Agency to the Covina Redevelopment Agency (SACRA) program detail is found in the Special Revenue Fund section of this budget document. The Covina Redevelopment Agency was dissolved effective February 1, 2012, with the passage of AB X126. AB X126 provides that successor agencies be designated as successor entities to the former redevelopment agencies, and provides that, with certain exceptions, all authority, rights, powers, duties and obligations previously vested with the former redevelopment agencies, under the CRL, are vested in the successor agencies. By City Resolution 12-7041, dated January 11, 2012, the City Council of the City of Covina elected to become the Successor Agency to the Covina Redevelopment Agency (SACRA). The primary function of SACRA is to wind down the Agency.



Community Development Department

FY 2016/17 Adopted Budget

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
General Administration	\$47,082	\$221,429	\$324,250	\$312,380
Historic Preservation	\$0	\$25,000	\$0	\$2,000
Planning	\$785,816	\$515,033	\$599,000	\$393,340
Planning Commission	\$0	\$17,620	\$0	\$17,630
Building Inspection	\$628,032	\$584,762	\$473,406	\$371,750
Code Enforcement	\$535,625	\$48,643	\$186,000	\$201,220
Total Expenditures	\$1,996,554	\$1,412,487	\$1,582,656	\$1,298,320

Budget Overview and Significant Changes

In FY 15-16 the Building Division, including Plan Checking, was contracted out. In the Code Enforcement Division, 1.5 full-time equivalent (FTE) positions were eliminated, and a Senior Management Analyst position was eliminated in the Community Development Administration cost center. In FY 16-17, staff changes in the Planning Division include the elimination of an Associate Planner Position, and the change to the Planning Aide position from .5 FTE to 1.0 FTE. Due to staffing decrease in Code Enforcement, the Rental Inspection Program is suspended.

Development activity for FY 16/17 is projected to continue at a high level as residential development continues at a robust pace followed by a high level of commercial and office tenant improvements and a few new commercial and office construction. The development activities reflect the growth of the economy and the desirability of Covina as a place for business and residence. Major projects that are expected to be approved, completed, or constructed in FY 16/17 includes a single family residential housing development of 63 homes at 800 N. Banna Avenue (One Charter Oak/Dalton Place), the Covina iTEC (Covina Forward) project, which involves a public/private partnership on repurposing the former K-Mart site into a residential/public transit and project with community components. The Zoning Update is ongoing, to reflect current land use and economic trends and also to be more responsive to the concerns of the business community. The continued growth in development activity will translate to a higher amount of collected development fees for the City.



Community Development Department

FY 2016/17 Adopted Budget

Department Position Allocation

Classification	FY 14/15 Budgeted Positions	FY 15/16 Budgeted Positions	FY 16/17 Adopted Positions
Full-Time Positions			
Community Development			
Community Development Director	-	1.00	1.00
Senior Management Analyst	-	-	-
Senior Administrative Technician	1.00	1.00	1.00
Planning			
City Planner	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00
Associate Planner	-	1.00	1.00
Planning Aide	1.00	-	1.00
Building Inspection			
Building Official	1.00	-	-
General Building Inspector II	2.00	-	-
Permit Technician	1.00	-	-
Senior Building Inspector	1.00	-	-
Plan Checker	1.00	-	-
Code Enforcement			
Code Enforcement Officer	3.00	3.00	2.00
Total Full-Time Positions	13.00	8.00	8.00
FTE Part-Time Positions			
Code Enforcement Officer	0.50	0.50	-
Administrative Technician	-	0.50	-
Planning Aide	0.50	0.50	-
Total FTE Part-Time Positions	1.00	1.50	-
Total Full-Time Equivalent Positions	14.00	9.50	8.00



Community Development Department
FY 2016/17 Adopted Budget

Community Development Administration

The Department accomplishments in FY 15/16

- Served 4,847 customers at the counter
- Completed 1,362 plan review for building plan checking
- Issued 3,494 permits (building, mechanical, plumbing, electrical and miscellaneous;
- Conducted 4,464 inspections related to building permits and occupancies
- Opened 465 new cases of code violations and closed 495 cases for compliance
- Processed and approved 1,161 planning applications and permits
- List of recent completed projects and/or tenant improvements
 - One Charter Oak/Dalton Place subdivision. 63 unit single family development, including a two-acre public park. The project included a development agreement.
 - Starbucks at 108 E. Arrow Highway.
 - Revocation of the RED nightclub Conditional Use Permit (CUP). The closure of a nightclub in the downtown that had chronic public safety issues.
 - Sage Covina Chevrolet on Citrus Avenue—Final Occupancy.
 - Aldi's Grocery Store—Opening.
 - Hollenbeck Medical Office—8,990 square foot building constructed at 500 W. San Bernardino Road.
 - Grand and Badillo Shopping Center (north-west corner) approved for renovation.
 - Buddhist temple approved for construction, 642 E. San Bernardino Road.
 - Wireless communication facility clock tower approved for Park View Drive/San Bernardino Freeway.
 - Started the Covina Forward (iTEC) project at the former K-Mart property at 1162 N. Citrus Avenue.
 - Economic Development Visioning Study Sessions. A series of City Council study sessions to discuss long-range economic development visioning for Covina.



COMMUNITY DEVELOPMENT ADMINISTRATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-4000

REVENUE

49700	Sale of Property Proceeds	\$3,297,140	\$0	\$0	\$0	
TOTAL REVENUE		\$3,297,140	\$0	\$0	\$0	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$31,433	\$83,501	\$160,000	\$208,770	Community Development Director - 100%, Sr. Admin Tech - 100%
50015	Part-Time Employees	\$0	\$27,620	\$0	\$0	
50040	Vacation Pay	\$0	\$23,115	\$19,000	\$0	No Vacation Payouts are anticipated for FY 16-17
50050	Sick Leave	\$0	\$11,506	\$9,000	\$0	No Sick Leave Payouts are anticipated for FY 16-17
50080	Severance Pay	\$0	\$5,747	\$5,000	\$0	No Severance Payouts are anticipated for FY 16-17
50110	Medicare Contribution	\$486	\$2,798	\$3,600	\$3,030	
50120	PERS Contribution-Employee	\$393	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$5,974	\$32,931	\$42,000	\$48,380	PERS Employer - Contribution
50210	Group Health Insurance	\$202	\$2,458	\$2,900	\$3,040	
50230	Group Life Insurance	\$63	\$296	\$350	\$360	
50240	Group LTD Insurance	\$342	\$1,153	\$1,400	\$1,460	
50290	Group Flex Benefits	\$3,905	\$19,004	\$22,000	\$23,040	
TOTAL PERSONNEL SERVICES		\$42,797	\$210,129	\$265,250	\$288,080	

OPERATING

51005	Consulting Fees	\$0	\$0	\$50,000	\$15,000	Town Center Specific Plan Update (CIP)
51290	Other Legal Fees	\$2,799	\$0	\$0	\$0	
52200	Telephone	\$991	\$1,200	\$1,200	\$1,200	Cost of telephone service
53100	Dues and Subscriptions	\$110	\$1,000	\$1,000	\$1,000	APA, Planning publications, Zoning Practice, Western Cities,
53200	Training, Conferences and Meetings	\$0	\$5,000	\$5,000	\$5,000	APA, ICSC, League of CA Cities
53300	Postage	\$0	\$0	\$200	\$0	
53540	Legal Notices & Publications	\$200	\$0	\$0	\$0	
53580	Blueprint and Photocopy	\$0	\$100	\$100	\$100	Costs related to copying of development plans
53590	General Supplies	\$97	\$0	\$0	\$0	
54000	Office Supplies	\$88	\$4,000	\$1,500	\$2,000	Office furniture and supplies for department.
TOTAL OPERATING		\$4,285	\$11,300	\$59,000	\$24,300	

TOTAL COMMUNITY DEVELOPMENT	\$47,082	\$221,429	\$324,250	\$312,380	
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Community Development Department

FY 2016/17 Adopted Budget

Planning

Overall, the planning applications and permits for FY 15/16 have dropped slightly. The decrease in application and permit activities signify that the amount of vacant commercial and office spaces in the City has reduced. Further, new regulations have changed where solar panels installation do not require planning applications. The FY 15/16 Planning Division budget provided for 3.5 full-time time equivalent staff members: City Planner, Assistant Planner, Associate Planner and Part-time Planning Aide. In respond to increase in workload on more complex projects with environmental review, on-call as needed contract staffing was approved in February 2015 by the City Council. Contract project planner and/or environmental planner were used to assist with the development review of the complex projects. In addition, developers have agreed to fund the contract staff. In June 2015, the Director of Community Development was hired to provide leadership to the department.

With respect to FY 16/17, the Adopted budget is for 3 full time staff: City Planner, Assistant Planner and Planning Aide. Staffing includes the elimination of one full-time Associate Planner and the change to the Planning Aide position from .5 FTE to 1.0 FTE. The Planning Division will continue to use on-call as needed contract staffing to augment the development review services and the contract staffing will be paid for by the developers. The Adopted planning activities for the budget cycle will include the following:

- Continue to improve and streamline the Development Review Process
- Continue to improve and update all development related application forms, checklists and informational flyers to assist the homeowners, contractors, residents and developers
- Continue to process planning applications and permits efficiently and timely
- Participate in strategic planning in preparation of the future update of the General Plan
- Re-organization and revision to various sections of the Zoning Ordinance to simplify and streamline the zoning regulations
- Continue to support the Planning Commission, the Historic Preservation Board and the Successor Oversight Board
- Continue to support economic development goals in the City
- Partnership with Public Works Department to complete the Town Center Specific Plan amendment in addressing the circulation element, the parking district and the establishment of the Transit Oriented Overlay (TOD) in compliance with the Metro Grant for TOD
- Complete the 2014-2021 Housing Element update as required by the State Department of Housing and Community Development (HCD).



PLANNING	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-4010

REVENUE

43400	Plan Review	\$79,025	\$70,000	\$65,000	\$80,000	
43410	Zoning and Subdivision Fees	\$416,371	\$300,000	\$380,000	\$350,000	
TOTAL REVENUE		\$495,396	\$370,000	\$445,000	\$430,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$273,841	\$213,270	\$168,000	\$173,100	City Planner - 100%, Associate Planner - 100%, Planning Aide - 100%
50015	Regular Part-Time Employees	\$85,703	\$16,103	\$12,500	\$0	
50030	Overtime	\$530	\$0	\$150	\$150	
50040	Vacation Pay	\$12,022	\$0	\$2,250	\$0	No Vacation Payouts are anticipated for FY 16-17
50050	Sick Leave	\$1,228	\$0	\$25	\$0	No Sick Leave Payouts are anticipated for FY 16-17
50070	Attendance Fees	\$12,000	\$0	\$12,000	\$0	Moved to 1010-4015 (Planning Comm.)
50086	Longevity Pay	\$1,000	\$0	\$0	\$0	
50110	Medicare Contribution	\$5,812	\$3,330	\$3,000	\$2,500	
50120	PERS Contribution-Employee	\$3,903	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$51,611	\$43,970	\$37,000	\$39,830	PERS Employer - Contribution
50150	Part time Retirement Contribution-Employer	\$450	\$0	\$450	\$0	
50210	Group Health Insurance	\$5,914	\$4,470	\$4,300	\$4,560	
50230	Group Life Insurance	\$802	\$540	\$525	\$540	
50240	Group LTD Insurance	\$1,794	\$1,490	\$1,200	\$1,200	
50290	Group Flex Benefits	\$39,000	\$34,560	\$34,000	\$34,560	
PERSONNEL SERVICES		\$495,610	\$317,733	\$275,400	\$256,440	

OPERATING

51005	Consulting Fees	\$45,550	\$113,000	\$275,000	\$100,000	Zoning Ordinance, Specific Plan Amendments, ITEC, Hassen, Banna, and contract planning services
51010	Office/Administrative	\$11,974	\$0	\$0	\$0	
51200	Legal Fees	\$0	\$65,000	\$20,000	\$15,000	City Prosecution & City Attorney Services
51290	Other Legal Fees	\$72	\$0	\$7,500	\$0	
52200	Telephone	\$3,064	\$4,000	\$4,000	\$4,000	Cost of telephone service
53100	Dues and Subscriptions	\$105	\$1,500	\$1,500	\$1,500	APA
53200	Training, Conferences and Meetings	\$3,301	\$1,250	\$1,250	\$1,250	California and National APA
53300	Postage	\$1,711	\$2,000	\$2,000	\$2,000	Postage for public hearing notices, department correspondence
53400	Mileage Reimbursement	\$143	\$0	\$0	\$0	
53540	Legal Notices and Publications	\$3,064	\$2,400	\$2,400	\$5,000	Legal noticing
53580	Blueprint and Photocopy	\$2,955	\$2,500	\$2,500	\$2,500	Costs related to photocopying agenda packets and miscellaneous other items
53590	General Printing and Binding	\$195	\$500	\$2,300	\$500	Miscellaneous printing (business cards, etc.)
53990	Other	\$204	\$350	\$350	\$350	Miscellaneous expenses
54000	Office Supplies	\$4,395	\$3,000	\$3,000	\$3,000	Department office supplies
54010	Duplicating/Copying Supplies	\$0	\$50	\$50	\$50	Duplicating/Copying supplies
54020	Envelopes and Letterheads	\$232	\$250	\$250	\$250	Envelopes and letterhead
54100	Books	\$0	\$1,000	\$1,000	\$1,000	ACEC (CEQA, Planning & Zoning Laws, Land Use Laws, Subdivision Map Act
54150	Promotion Supplies	\$0	\$500	\$500	\$500	Promotional pens, notepads, etc.
58900	Indirect Cost Allocation	\$213,240	\$0	\$0	\$0	
TOTAL OPERATING		\$290,206	\$197,300	\$323,600	\$136,900	

TOTAL PLANNING	\$785,816	\$515,033	\$599,000	\$393,340	
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HISTORIC PRESERVATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-4005

OPERATING

51005	Consulting Fees	\$0	\$25,000	\$0	\$2,000	Consultant(s) to develop & implement historic preservation program.
TOTAL OPERATING		\$0	\$25,000	\$0	\$2,000	
TOTAL HISTORIC PRESERVATION		\$0	\$25,000	\$0	\$2,000	

PLANNING COMMISSION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-4016

PERSONNEL SERVICES

50070	Attendance Fees	\$0	\$12,000	\$0	\$12,000	Moved from Planning Function
50110	Medicare Contribution	\$0	\$170	\$0	\$180	
50150	Part time Retirement Contribution-Employer	\$0	\$450	\$0	\$450	
TOTAL PERSONNEL SERVICES		\$0	\$12,620	\$0	\$12,630	

OPERATING

53100	Dues and Subscriptions	\$0	\$1,000	\$0	\$1,000	APA
53200	Training, Conferences and Meetings	\$0	\$4,000	\$0	\$4,000	California and National APA
TOTAL OPERATING		\$0	\$5,000	\$0	\$5,000	

TOTAL PLANNING COMMISSION	\$0	\$17,620	\$0	\$17,630	
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Community Development Department

FY 2016/17 Adopted Budget

Building & Safety

In FY 15/16, as part of an overall staffing reduction, six (6) positions within the Building & Safety Division were eliminated. Those positions included a Building Official, 1 Plan Checker, 1 Permit Technician and 3 Inspectors. In order to maintain and improve the existing service level, the City has contracted out these services via a professional agreement. The Building & Safety Division continues to be fully funded by plan check, permit and inspection fees. While counter visits are up, the plan check, permit and inspection activities for the Building & Safety Division in FY 15/16 decreased over prior year as prospective projects undergo pre-development activities. With the projection of several large and complex residential and commercial projects to be approved and constructed in FY 16/17, it is anticipated that the plan check and permit activities will continue at a high level. The Building & Safety Division staff level will maintain at the same level and will be monitored to ensure it can be responsive to customer service needs. To maintain a high level of customer service, the Building & Safety Division will continue to use on-call as needed plan check and inspection contract services to handle the large and complex development projects. The Adopted building and safety activities for the budget cycle will include the following:

- Continue to partner with Planning Division and other Departments in the review and approval of smaller projects thereby streamlining the building permit process
- Continue to maintain the service level of over the counter review or one day turnaround time for approval of minor permits
- Continue to maintain the service level of 21 calendar days for initial plan review for building plans



BUILDING INSPECTION	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-4100

REVENUE

41200	Building Permits	\$312,147	\$450,000	\$375,000	\$450,000	Increase in development and permit activity
41220	Electrical Permits	\$132,394	\$100,000	\$100,000	\$100,000	
41240	Plumbing Permits	\$58,503	\$75,000	\$80,000	\$75,000	
41260	Mechanical Permits	\$34,898	\$50,000	\$40,000	\$50,000	
43173	Fire Plan Check	\$4,256	\$40,000	\$10,000	\$10,000	
43400	Plan Review	\$272,485	\$250,000	\$212,000	\$250,000	
43402	Reinspection Fee	\$0	\$15,000	\$0	\$0	
49120	Transfer-Special Revenue Fund	\$0	\$42,000	\$0	\$0	
TOTAL REVENUE		\$814,684	\$1,022,000	\$817,000	\$935,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$323,262	\$74,234	\$22,000	\$0	
50030	Overtime	\$1,123	\$0	\$0	\$0	
50040	Vacation Pay	\$6,970	\$41,563	\$30,100	\$0	
50050	Sick Leave Pay	\$0	\$17,597	\$12,800	\$0	
50060	Holiday Pay	\$0	\$0	\$1,100	\$0	
50080	Severance Pay	\$0	\$15,775	\$11,500	\$0	
50110	Medicare Contribution	\$4,327	\$1,075	\$1,175	\$0	
50120	PERS Contribution-Employee	\$4,393	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$63,758	\$16,296	\$4,800	\$0	
50210	Group Health Insurance	\$6,815	\$0	\$558	\$0	
50230	Group Life Insurance	\$823	(\$120)	\$0	\$0	
50240	Group LTD Insurance	\$2,162	(\$458)	\$13	\$0	
50290	Group Flex Benefits	\$57,863	\$11,520	\$3,110	\$0	
50710	Clothing Allowance	\$375	\$300	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$471,869	\$177,782	\$87,156	\$0	

OPERATING

51005	Consulting Fees	\$3,453	\$350,000	\$380,000	\$360,000	Contracted building services with BroadSpec
51580	Planning Checking /Inspect Fee	\$5,627	\$0	\$0	\$0	
52200	Telephone	\$5,500	\$5,500	\$3,000	\$3,000	Cost of telephone service
53100	Dues and Subscriptions	\$952	\$1,500	\$0	\$1,500	Dues & subscriptions
53200	Training, Conferences and Meetings	\$3,494	\$1,000	\$0	\$1,000	Training, conferences, and meetings
53210	Employee Training	\$305	\$0	\$0	\$0	
53300	Postage	\$147	\$630	\$100	\$200	Postage for department correspondence, notices, etc.
53450	Motor Pool	\$29,712	\$0	\$0	\$0	
53570	Microfilming Services	\$0	\$42,000	\$0	\$0	
53580	Blueprint and Photocopy	\$437	\$800	\$800	\$800	Cost of miscellaneous photocopying
53590	General Printing and Binding	\$445	\$800	\$600	\$600	Printing cost for brochures, handouts, etc.
54000	Office Supplies	\$1,226	\$1,000	\$600	\$1,000	
54010	Duplicating/Copying Supplies	\$91	\$100	\$100	\$100	Duplicating & copying supplies
54020	Envelopes and Letterheads	\$0	\$100	\$100	\$100	Envelopes and letterhead
54100	Books	\$1,157	\$2,000	\$0	\$2,500	Books required by Building staff to keep code information current
54150	Promotion Supplies	\$0	\$500	\$500	\$500	Promotional pens, notepads, etc.
54430	Clothing and Equipment	\$1,597	\$800	\$0	\$0	
54850	Small Tool and Minor Equipment	\$259	\$450	\$450	\$450	Small tools as required by field personnel to complete inspections (flashlights, tape measures, etc.)
58565	Environmental Services	(\$7,404)	\$0	\$0	\$0	
58570	Building Inspection Industrial	(\$36,996)	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$146,160	\$0	\$0	\$0	
TOTAL OPERATING		\$156,163	\$406,980	\$386,250	\$371,750	

TOTAL BUILDING INSPECTION	\$628,032	\$584,762	\$473,406	\$371,750	
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Community Development Department

FY 2016/17 Adopted Budget

Code Enforcement

The Code Enforcement Division is budgeted for 2 full time staff, a reduction from 3.5 full-time equivalent positions budgeted in FY 15-16. The Rental Inspection Program is on hold due to staffing constraints. Code Enforcement staff continue to achieve voluntary compliance with City's Municipal Code in a proactive manner and to ensure the safety and aesthetic appearance of the community. The Adopted code enforcement activities for the budget cycle will include the following:

- Continue to protect city's housing stock by proactively addressing the unpermitted construction and alterations to residential and non-residential properties
- Continue to identify and monitor vacant and/or foreclosed properties in an effort to keep them properly maintain and secure from trespassing and intrusion
- Continue to assist the City's Police Department in addressing problem properties or problem uses
- Work with City Attorney Office to prepare an update on the Administrative Citation Procedures for City Council review and approval



CODE ENFORCEMENT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-4200

REVENUE

49120	Transfer-Special Revenue Fund	\$356,880	\$0	\$0	\$0	From Special Revenue Fund 2188
TOTAL REVENUE		\$356,880	\$0	\$0	\$0	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$179,296	\$25,452	\$80,000	\$100,120	(2) Code Enforcement Officers - 100% each
50015	Regular Part-Time Employees	\$24,607	\$0	\$900	\$0	
50030	Overtime	\$1,087	\$0	\$0	\$0	
50035	Compensation Time	\$0	\$0	\$1,200	\$1,200	
50040	Vacation Pay	\$801	\$0	\$7,600	\$0	No Vacation Payouts are anticipated for FY 16-17
50050	Sick Leave Pay	\$0	\$0	\$3,200	\$0	No Sick Leave Payouts are anticipated for FY 16-17
50110	Medicare Contribution	\$3,211	\$369	\$1,400	\$1,460	
50120	PERS Contribution-Employee	\$2,887	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$35,625	\$5,587	\$18,500	\$23,200	PERS Employer - Contribution
50210	Group Health Insurance	\$3,666	\$745	\$2,600	\$3,040	
50230	Group Life Insurance	\$605	\$30	\$325	\$360	
50240	Group LTD Insurance	\$1,254	\$0	\$575	\$700	
50290	Group Flex Benefits	\$37,595	\$5,760	\$19,000	\$23,040	
50710	Clothing Allowance	\$719	\$0	\$0	\$2,400	
TOTAL PERSONNEL SERVICES		\$291,353	\$37,943	\$135,300	\$155,520	

OPERATING

51200	Legal Fees	\$60,145	\$0	\$40,000	\$35,000	Legal fees
51800	Testing Fees	\$106	\$0	\$0	\$0	
51990	Other Professional Fees	\$60	\$0	\$0	\$0	
52200	Telephone	\$2,319	\$4,000	\$4,000	\$4,000	Cost of telephone service
53100	Dues and Subscriptions	\$3,851	\$0	\$0	\$0	
53200	Training, Conferences and Meetings	\$660	\$1,000	\$1,000	\$1,000	New employee training
53210	Employee Training	\$0	\$0	\$0	\$0	
53300	Postage	\$1,397	\$2,000	\$2,000	\$2,000	Postage for department correspondences, notices
53450	Motor Pool	\$16,704	\$0	\$0	\$0	
53580	Blueprint and Photocopy	\$430	\$500	\$500	\$500	Photocopying charges
53590	General Printing and Binding	\$594	\$500	\$500	\$500	Printing charges (business cards, forms, etc.)
54000	Office Supplies	\$237	\$300	\$300	\$300	Office supplies
54010	Duplicating/Copying Supplies	\$0	\$100	\$100	\$100	Copying supplies
54020	Envelopes and Letterheads	\$64	\$100	\$100	\$100	Envelopes and letterhead
54100	Books	\$0	\$100	\$100	\$100	Code books
54150	Promotion Supplies	\$0	\$500	\$500	\$500	Promotional pens, notepads, etc.
54430	Clothing and Equipment	\$1,434	\$1,500	\$1,500	\$1,500	Clothing required for Code Enforcement Officers
54850	Small Tool and Minor Equipment	\$31	\$100	\$100	\$100	Miscellaneous small tools as required for Code Enforcement Officers (Flashlights, tape measures, etc.)
58900	Indirect Cost Allocation	\$156,240	\$0	\$0	\$0	
TOTAL OPERATING		\$244,272	\$10,700	\$50,700	\$45,700	

TOTAL CODE ENFORCEMENT	\$535,625	\$48,643	\$186,000	\$201,220	
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Police Department FY 2016/17 Adopted Budget

Police Department

Department Overview

The Covina Police Department, led by Chief Kim Raney, employs 100 highly dedicated and trained personnel to provide full public safety services to its 48,619 citizens over a 7.0 square mile area. The mission of the men and women of the Department is to prevent or reduce crime and to improve the quality of life in the City. Through a Service Area Policing Model, the residents have direct access to the Police Department to address the quality of life issues that are vital to its successful community. The values of the Department are displayed on the uniforms of every Police Department employee; Honor-Integrity-Service. These core values combined with a well-rounded approach of education, prevention, intervention and enforcement form the foundation of a policing approach that makes Covina one of the safest cities in the San Gabriel Valley.

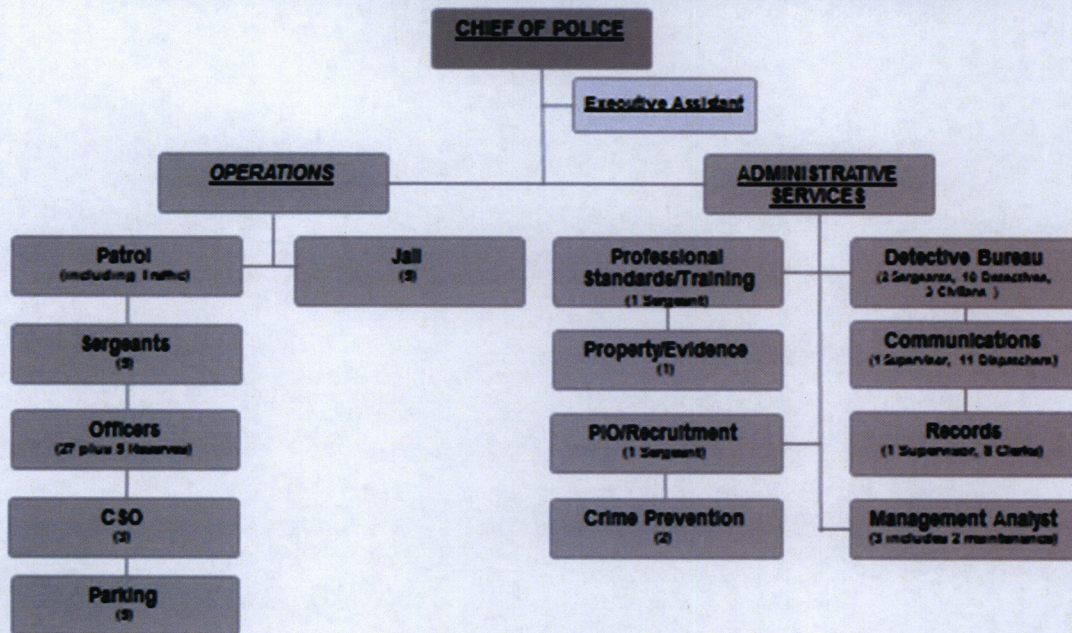
PART 1 CRIMES

	2011	2012	2013	2014	2015	2011 vs 2015	2014 vs 2015
PART I CRIMES	1821	1810	1489	1228	1279	-30%	-4%
HOMICIDE	1	2	0	0	1	0%	100%
RAPE	10	13	9	5	8	-20%	60%
ROBBERY	43	55	52	48	35	-19%	-27%
AGGRAVATED ASSAULT	88	81	77	57	66	-25%	16%
BURGLARY	372	393	369	243	244	-34%	0%
LARCENY	1195	1070	818	731	775	-35%	6%
AUTO THEFT	152	188	157	134	141	-7%	-5%
ARSON	4	8	7	10	9	125%	-10%
PT I CRIMES CLEARED	343	407	387	260	257	-25%	-1%
TOTAL ARRESTS	2891	3280	3391	2886	1894	-34%	-34%



Police Department FY 2016/17 Adopted Budget

COVINA POLICE DEPARTMENT



August 2016

Programs and Services

The Covina Police Department is comprised of two divisions; the Administrative Services and the Operations Divisions.

Administrative Services Division:

Administration - Budget - Grants - Recruitment - Professional Standards - Investigations - Property & Evidence - Special Enforcement Team - Crime Analysis - Communications - Records - Training - Crime Prevention - Citizen Volunteers - Chaplains - Alarm Monitoring - Disaster Preparedness and Facilities Management



Police Department

FY 2016/17 Adopted Budget

Operations Division:

Patrol - Traffic Unit - Parking Enforcement - School Resource Officers - Jail - Explorers - Helicopter Support (FAST) -Special Response Team (SRT) and K-9. Service Area Policing creates three patrol areas, each supervised by a Lieutenant.

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
Police Administration	\$2,110,036	\$1,377,810	\$1,716,805	\$1,453,275
Crime Prevention	\$409,123	\$368,170	\$395,220	\$368,932
Investigations	\$2,638,155	\$2,589,724	\$2,270,077	\$2,529,558
Patrol	\$6,913,826	\$6,308,327	\$6,297,687	\$6,638,615
Police Records	\$620,933	\$570,485	\$451,366	\$563,411
Jail	\$418,081	\$387,580	\$378,470	\$404,226
Canine	\$42,429	\$149,820	\$201,463	\$168,488
Traffic	\$370,702	\$442,850	\$439,466	\$417,076
Parking Control	\$315,648	\$363,975	\$294,623	\$377,035
Communications	\$1,407,974	\$1,315,243	\$1,179,315	\$1,209,015
Police Training	\$482,821	\$429,106	\$408,292	\$434,134
Computer Services	\$776,959	\$97,943	\$161,522	\$122,628
Disaster Preparedness	\$45,163	\$10,000	\$6,700	\$9,500
Animal Control	\$144,171	\$125,340	\$143,915	\$144,000
Total Expenditures	\$16,696,022	\$14,536,373	\$14,344,921	\$14,839,893

Budget Overview and Significant Changes

For FY 2016-17, the Police Department has a projected increase of \$494,972 due primarily to personnel cost increases attributed to prior MOUs requirements. Revenues that the Police Department receive come primarily from fines, forfeitures, fees and grants and used to off-set expenses.



Police Department

FY 2016/17 Adopted Budget

Department Position Allocation

Classification	FY 14/15 Budgeted Positions	FY 15/16 Budgeted Positions	FY 16/17 Adopted Positions
Full-Time Positions			
Chief of Police	1.00	1.00	1.00
Police Captain	2.00	2.00	2.00
Police Lieutenant	4.00	4.00	4.00
Police Sergeant	9.00	9.00	9.00
Police Officer	41.00	43.00	43.00
Community Services Officer	4.00	4.00	4.00
Management Analyst	1.00	1.00	1.00
Executive Assistant to the Police Chief	1.00	1.00	1.00
Public Safety Communications Supervisor	1.00	1.00	1.00
Public Safety Dispatcher	10.00	10.00	10.00
Court Officer	1.00	1.00	1.00
Jailer	4.00	4.00	4.00
Police Records Supervisor	1.00	1.00	1.00
Police Records Clerk	5.00	5.00	5.00
Total Full-Time Positions	85.00	87.00	87.00
FTE Part-Time Positions			
Administrative Technician	0.50	0.50	0.50
Police Cadet	0.50	-	-
Background Investigator	0.50	0.50	0.50
Custodian	1.00	0.50	0.50
General Maintenance Worker	1.00	1.00	1.00
Public Safety Dispatcher	0.50	0.50	0.50
Community Service Specialist	0.50	0.50	0.50
Community Services Officer	0.50	0.50	0.50
Jailer	0.50	0.50	0.50
Overnight Parking Enforcement Officer	2.00	2.00	2.00
Parking Officer	0.50	0.50	0.50
Police Records Clerk	1.50	1.50	1.50
Property/Evidence Clerk	1.00	1.00	1.00
Public Safety Associate Planner	0.50	0.50	0.50
Safety Reserve Officer	2.50	2.50	2.50
Total FTE Part-Time Positions	13.50	12.50	12.50
Total Full-Time Equivalent Positions	98.50	99.50	99.50



POLICE ADMINISTRATION

Police Administration reflects the costs associated with the Office of the Chief of Police and all activities associated with the overall management, leadership, and direction of the Police Department. Police Administration includes professional standards, media relations, facility maintenance, budget management, grants, purchasing, payroll, and accounts payable/receivable.

Areas of responsibility include:

- Formulation of long-range plans
- Manage program development
- Ensure policies and procedures reflect best practices and afford the greatest protection for employees and community.

2016/17 Goals and Objectives

Goals:

- Provide strong leadership to ensure the community continues to receive exceptional police service
- Ensure all laws are enforced and services are provided effectively, impartially, and ethically
- Establish a succession plan to ensure continuous and seamless transfer of leadership

Objectives:

- Continue to enhance relationships with all community stakeholders
- Ensure effective communication within the Department
- Design programs to maximize efficiency and utilization of resources based on community feedback and analysis of crime trends
- Provide appropriate training and professional development to management and supervisory personnel that will foster their preparation for future leadership opportunities



POLICE ADMINISTRATION	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-1000

REVENUE

43119	Police Fee-Other	\$0	\$100	\$176	\$100	
43190	Other Public Safety Charges	\$1,925	\$2,000	\$1,100	\$2,000	
48990	Cash Over/Under	\$0	\$0	\$181	\$0	
TOTAL REVENUE		\$1,925	\$2,100	\$1,458	\$2,100	

PERSONNEL

50010	Regular Full-Time Employees	\$762,229	\$714,980	\$775,000	\$835,989	Police Chief - 100%, Executive Assistant to the Police Chief - 100%, (2) Police Captains - 100% each, Management Analyst - 100%
50015	Regular Part-Time Employees	\$92,252	\$145,530	\$140,000	\$142,058	(3) Property/Evidence Clerks - 100%, (2) General Maintenance Workers - 100%, Custodian - 100%, Background Investigator - 100%
50030	Overtime	\$0	\$0	\$45	\$0	
50035	Compensation Time	\$0	\$0	\$1,920	\$0	
50040	Vacation Pay	\$1,925	\$0	\$212,705	\$0	
50050	Sick Leave Pay	\$14,494	\$0	\$48,912	\$0	
50086	Longevity Pay	\$2,500	\$0	\$0	\$0	
50110	Medicare Contribution	\$9,564	\$9,010	\$11,868	\$9,010	
50120	PERS Contribution-Employee	\$2,657	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$164,547	\$202,770	\$199,739	\$147,410	PERS Employer - Contribution
50210	Group Health Insurance	\$7,456	\$8,930	\$7,374	\$8,928	
50230	Group Life Insurance	\$2,314	\$1,980	\$2,144	\$1,440	
50240	Group LTD Insurance	\$4,824	\$6,960	\$4,869	\$6,340	
50290	Group Flex Benefits	\$68,062	\$69,120	\$64,159	\$69,120	
50710	Clothing Allowance	\$7,216	\$5,300	\$5,000	\$5,300	
TOTAL PERSONNEL SERVICES		\$1,140,039	\$1,164,580	\$1,473,735	\$1,225,595	

OPERATING

51250	Personnel Legal Fees	\$32,171	\$0	\$0	\$0	
51290	Other Legal Fees	\$47,916	\$0	\$8,691	\$0	
51990	Other Professional Fees	\$34,889	\$36,700	\$38,021	\$30,000	Background investigations for entertainment permits
52120	Electric Utilities	\$72,312	\$60,000	\$60,000	\$60,000	
52130	Gas Utilities	\$3,352	\$2,360	\$2,500	\$2,360	
52250	Cable and Satellite	\$273	\$3,600	\$4,127	\$4,000	
52320	Lawn/Landscape Care	\$3,238	\$3,500	\$3,490	\$3,500	
52400	Maint-Buildings	\$65,925	\$57,548	\$74,800	\$68,000	Building maintenance increased in order to meet demands for building repairs
53100	Dues and Subscriptions	\$7,459	\$6,000	\$6,000	\$6,000	
53200	Training, Conferences and Meetings	\$1,549	\$3,000	\$5,050	\$3,000	
53300	Postage	\$8,347	\$5,690	\$6,024	\$7,000	
53400	Mileage Reimbursement	\$2,918	\$0	\$0	\$0	
53450	Motor Pool	\$51,288	\$0	\$0	\$0	
53590	General Printing and Binding	\$2,529	\$851	\$1,007	\$2,500	
53990	Other	\$6,007	\$7,251	\$7,500	\$7,000	
54000	Office Supplies	\$11,871	\$7,910	\$7,871	\$10,910	
54100	Books	\$568	\$0	\$0	\$890	
54410	Food Supplies and Meals	\$952	\$0	\$0	\$1,000	
54430	Clothing and Equipment	\$2,039	\$1,720	\$1,560	\$1,720	
54610	Janitorial Supplies	\$290	\$300	\$396	\$2,000	
54620	Motor Fuels	\$164	\$500	\$370	\$500	This amount represents purchases made outside of City limits.
54710	Building Repair Supplies	\$3,399	\$7,300	\$6,662	\$7,300	
54990	General Supplies	\$11,538	\$9,000	\$9,000	\$10,000	Supplies used department-wide
TOTAL OPERATING		\$370,992	\$213,230	\$243,070	\$227,680	

POLICE ADMINISTRATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

UND/FUNCTION: 1010-1000

Police Administration F1415 (1010-1000)

OTHER

55200	Improvements-Not Bldgs/Structr	\$219,514	\$0	\$0	\$0	
TOTAL OTHER (F1415)		\$219,514	\$0	\$0	\$0	

OTHER

55900	Other Equipment	\$8,000	\$0	\$0	\$0	
58290	Police Admin - Yard Center	\$2,196	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$368,400	\$0	\$0	\$0	
TOTAL OTHER		\$378,596	\$0	\$0	\$0	

Police Administration CAD15 (1010-1000)

PERSONNEL

50010	Regular Full-Time Employees	\$538	\$0	\$0	\$0	
50030	Overtime	\$189	\$0	\$0	\$0	
50110	Medicare Contribution	\$10	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$144	\$0	\$0	\$0	
50210	Group Health Insurance	\$9	\$0	\$0	\$0	
50230	Group Life Insurance	\$4	\$0	\$0	\$0	
50240	Group LTD Insurance	(\$1)	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$894	\$0	\$0	\$0	

TOTAL POLICE ADMINISTRATION	\$2,110,036	\$1,377,810	\$1,716,805	\$1,453,275	
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CRIME PREVENTION

The crime prevention activity manages specific programs that foster community partnerships to help prevent crime through education, community presentations, and an increased social media platform.

2016/17 Goals and Objectives

Goals:

- Educate property owners/landlords about Crime-Free Multi-Housing Program
- Develop increased cooperation between the Crime Prevention Unit & Neighborhood Watch Groups
- Reduce the incidents of graffiti vandalism through social media education
- Educate the community and increase community awareness/support for crime prevention efforts through the Citizens Academy

Objectives:

- Provide crime prevention training programs for apartment managers/property owners and local business groups
- Attend Neighborhood Watch and HOA meetings
- Plan and organize the annual National Night Out
- Abate graffiti and increase public information on how to effectively report graffiti vandalism



CRIME PREVENTION (including sub-programs)	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-1110

REVENUE

48100	Donations and Contributions	\$3,508	\$0	\$589	\$0	
TOTAL REVENUE		\$3,508	\$0	\$589	\$0	

PERSONNEL

50010	Regular Full-Time Employees	\$126,506	\$134,170	\$154,831	\$136,550	Police Sergeant - 100%
50015	Regular Part-Time Employees	\$162	\$31,680	\$33,411	\$31,680	Community Services Officer - 100%
50030	Overtime	\$7,728	\$10,000	\$14,012	\$10,000	
50040	Vacation Pay	\$10,164	\$0	\$10,105	\$0	
50050	Sick Leave Pay	\$1,680	\$0	\$0	\$0	
50060	Holiday Pay	\$4	\$0	\$0	\$0	
50110	Medicare Contribution	\$2,079	\$2,095	\$2,448	\$1,980	
50120	PERS Contribution-Employee	\$3,775	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$25,725	\$42,210	\$39,424	\$40,910	PERS Employer - Contribution
50210	Group Health Insurance	\$1,378	\$1,490	\$1,265	\$0	
50230	Group Life Insurance	\$169	\$180	\$152	\$240	
50240	Group LTD Insurance	\$269	\$300	\$144	\$480	
50290	Group Flex Benefits	\$11,554	\$11,520	\$10,286	\$11,520	
50710	Clothing Allowance	\$805	\$800	\$762	\$800	
TOTAL PERSONNEL SERVICES		\$191,997	\$234,445	\$266,840	\$234,160	

OPERATING

53100	Dues and Subscriptions	\$892	\$750	\$620	\$750	
53200	Training, Conferences and Meetings	\$15	\$160	\$400	\$160	
53450	Motor Pool	\$14,976	\$0	\$0	\$0	
53590	General Printing and Binding	\$437	\$1,400	\$1,200	\$1,400	Police memorial event/National Night Out/Other special events
53990	Other	\$0	\$150	\$180	\$150	
54100	Books	\$0	\$160	\$0	\$160	
54140	Award Supplies	\$120	\$0	\$0	\$0	
54210	Photography Supplies	\$0	\$300	\$0	\$300	
54410	Food Supplies and Meals	\$1,190	\$2,000	\$3,734	\$2,000	
54430	Clothing and Equipment	\$1,282	\$4,000	\$773	\$4,000	Volunteer uniforms
54620	Motor Fuels	\$0	\$530	\$0	\$530	
54990	General Supplies	\$1,175	\$3,000	\$3,375	\$3,000	
55900	Other Equipment	\$3,000	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$77,880	\$0	\$0	\$0	
TOTAL OPERATING		\$100,967	\$12,450	\$10,283	\$12,450	

TOTAL CRIME PREVENTION (1010-1110)	\$292,964	\$246,895	\$277,123	\$246,610	
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CRIME PREVENTION (including sub-programs)	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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Volunteer Program (1010-CP01)

OPERATING

54430	Clothing and Equipment	\$131	\$600	\$600	\$800	
TOTAL OPERATING		\$131	\$600	\$600	\$800	

TOTAL VOLUNTEER PROGRAM	\$131	\$760	\$600	\$960	
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Alarm Program (1010-CP02)

REVENUE

43140	Alarm Fees	\$117,051	\$70,000	\$112,579	\$100,000	
48780	Late Fees	\$6,050	\$3,000	\$4,395	\$3,000	
TOTAL REVENUE		\$123,101	\$73,000	\$116,974	\$103,000	

PERSONNEL

50010	Regular Full-Time Employees	\$52,006	\$52,900	\$52,158	\$52,900	Community Services Officer - 100%
50030	Overtime	\$0	\$1,430	\$152	\$1,430	The CSO in this position handles multiple duties not just the Alarm program. We anticipate her and her supervisor to work extra hours next fiscal year on the alarm program as we evaluate the program and renew the contract with PMAM
50110	Medicare Contribution	\$845	\$790	\$830	\$790	
50130	PERS Contribution-Employer	\$10,526	\$11,790	\$13,712	\$12,450	PERS Employer - Contribution
50210	Group Health Insurance	\$1,476	\$1,490	\$1,332	\$1,490	
50230	Group Life Insurance	\$184	\$180	\$162	\$240	
50240	Group LTD Insurance	\$356	\$370	\$330	\$530	
50290	Group Flex Benefits	\$11,554	\$11,520	\$10,286	\$11,520	
50710	Clothing Allowance	\$805	\$800	\$762	\$800	
TOTAL PERSONNEL SERVICES		\$77,751	\$81,270	\$79,724	\$82,150	

OPERATING

51000	Management Fees	\$30,309	\$24,000	\$28,560	\$24,000	Alarm Permit consultant
53100	Dues and Subscriptions	\$160	\$200	\$320	\$200	
53300	Postage	\$8	\$1,260	\$34	\$1,260	
53590	General Printing and Binding	\$0	\$500	\$0	\$500	
54000	Office Supplies	\$0	\$100	\$0	\$100	
54430	Clothing and Equipment	\$0	\$100	\$0	\$100	
TOTAL OPERATING		\$30,477	\$26,160	\$28,914	\$26,160	

TOTAL ALARM PROGRAM	\$108,228	\$107,430	\$108,638	\$108,310	
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Explorer Program (1010-CP05)

PERSONNEL

50030	Overtime	\$61	\$1,800	\$760	\$1,800	
50110	Medicare Contribution	\$1	\$25	\$4	\$26	
50230	Group Life Insurance	\$0	\$0	\$0	\$0	
50240	Group LTD Insurance	\$0	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$62	\$1,825	\$764	\$1,826	

OPERATING

53200	Training, Conferences and Meetings	\$120	\$0	\$0	\$0	
53990	Other	\$210	\$0	\$0	\$0	
54140	Award Supplies	\$60	\$0	\$0	\$0	
54430	Clothing and Equipment	\$2,329	\$600	\$1,700	\$600	Clothing for the police explorers
54990	General Supplies	\$307	\$0	\$130	\$0	
TOTAL OPERATING		\$3,026	\$600	\$1,830	\$600	

TOTAL EXPLORER PROGRAM	\$3,088	\$2,425	\$2,594	\$2,426	
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CRIME PREVENTION (including sub-programs)	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Citizens Academy (1010-CP10)

PERSONNEL

50030	Overtime	\$1,691	\$3,240	\$3,210	\$3,210	Academy held twice a year
50110	Medicare Contribution	\$21	\$50	\$50	\$47	
50210	Group Health Insurance	\$20	\$0	\$22	\$0	
50230	Group Life Insurance	\$2	\$0	\$3	\$0	
50240	Group LTD Insurance	\$3	\$0	\$5	\$0	
TOTAL PERSONNEL SERVICES		\$1,738	\$3,290	\$3,290	\$3,257	

OPERATING

54410	Food Supplies and Meals	\$61	\$0	\$0	\$0	
54990	General Supplies	\$25	\$1,500	\$912	\$1,500	
TOTAL OPERATING		\$86	\$1,500	\$912	\$1,500	

TOTAL CITIZENS ACADEMY	\$1,824	\$4,790	\$4,202	\$4,757	
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Neighborhood Program (1010-CP12)

PERSONNEL

50030	Overtime	\$691	\$2,000	\$2,000	\$2,000	
50110	Medicare Contribution	\$9	\$30	\$27	\$29	
50210	Group Health Insurance	\$9	\$0	\$30	\$0	
50230	Group Life Insurance	\$1	\$0	\$3	\$0	
50240	Group LTD Insurance	\$2	\$0	\$4	\$0	
TOTAL PERSONNEL SERVICES		\$711	\$2,030	\$2,064	\$2,029	

OPERATING

53590	General Printing and Binding	\$0	\$500	\$0	\$500	
53630	Community Promotions	\$1,926	\$2,500	\$0	\$2,500	
54990	General Supplies	\$250	\$1,000	\$0	\$1,000	
TOTAL OPERATING		\$2,176	\$4,000	\$0	\$4,000	

TOTAL NEIGHBORHOOD PROGRAM	\$2,888	\$6,030	\$2,064	\$6,029	
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TOTAL CRIME PREVENTION (ALL FUNDS)	\$409,123	\$368,170	\$395,220	\$368,932	
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INVESTIGATIONS

The Investigations Unit is responsible for the investigation of crime and the presentation of cases to the District Attorney's Office for prosecution.

2016/17 Goals and Objectives

Goals:

- Provide timely, responsive investigative follow up for all crimes
- Monitor the early release and parolee population
- Increase compliance through sex registration laws
- Utilize the computer forensic lab for digital evidence
- Utilize Planner in Crime Prevention through Environmental Design (CPTED) philosophy
- Develop a mentoring program for at-risk- youth through the Youth Accountability Board

Objectives:

- Maintain the Special Enforcement Team (SET) as a problem-solving resource
- Use data analysis to assess crime trends and work regionally to solve crime
- As staffing allows, participate in a regional task forces
- Provide relevant CPTED feedback on Site Plan Reviews and Conditional Use Permit
- Continue to update the Dance and Entertainment Ordinance



INVESTIGATIONS	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-1120

REVENUE

42114	Prop 69-DNA	\$900	\$1,000	\$300	\$1,000	
43119	Police Fee-Other	\$10,316	\$7,000	\$7,000	\$7,000	
TOTAL REVENUE		\$11,216	\$8,000	\$7,300	\$8,000	

PERSONNEL

50010	Regular Full-Time Employees	\$1,372,885	\$1,587,080	\$1,340,056	\$1,599,249	(13) Sworn Positions - 100% each, Court Officer - 100%, Records Clerk - 100%
50015	Regular Part-Time Employees	\$14,471	\$32,870	\$27,442	\$32,864	Associate Planner - 100%
50030	Overtime	\$87,023	\$100,000	\$80,980	\$90,000	
50035	Compensation Time	\$0	\$0	\$445	\$0	
50040	Vacation Pay	\$87,504	\$0	\$67,000	\$0	
50050	Sick Leave Pay	\$7,184	\$0	\$7,207	\$0	
50086	Longevity Pay	\$0	\$0	\$1,500	\$0	
50110	Medicare Contribution	\$22,606	\$25,009	\$20,936	\$20,918	
50120	PERS Contribution-Employee	\$17,183	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$282,311	\$419,015	\$345,358	\$344,382	PERS Employer - Contribution
50210	Group Health Insurance	\$15,443	\$22,320	\$13,489	\$22,320	
50230	Group Life Insurance	\$2,670	\$2,940	\$2,207	\$3,600	
50240	Group LTD Insurance	\$4,801	\$5,590	\$3,791	\$7,360	
50290	Group Flex Benefits	\$149,078	\$172,800	\$130,405	\$172,800	
50710	Clothing Allowance	\$11,979	\$12,500	\$12,943	\$12,500	
TOTAL PERSONNEL SERVICES		\$2,075,137	\$2,380,124	\$2,053,759	\$2,305,993	

OPERATING

51330	Medical Fees	\$1,484	\$6,000	\$4,900	\$6,000	
51990	Other Professional Fees	\$30,601	\$35,070	\$41,957	\$35,070	
52490	Maint-Other Equipment	\$574	\$0	\$0	\$0	
52640	Rentals-Motor Vehicles	\$0	\$2,500	\$0	\$2,500	
53100	Dues and Subscriptions	\$50	\$2,100	\$1,750	\$2,100	
53200	Training, Conferences and Meetings	\$20	\$0	\$0	\$0	
53450	Motor Pool	\$87,480	\$0	\$0	\$0	
53990	Other	\$3,519	\$1,500	\$4,520	\$3,500	
54000	Office Supplies	\$0	\$0	\$60	\$0	
54100	Books	\$90	\$180	\$180	\$180	
54210	Photography Supplies	\$0	\$800	\$700	\$800	
54350	Special Supplies	\$1,516	\$1,500	\$550	\$1,500	
54430	Clothing and Equipment	\$2,709	\$2,000	\$400	\$2,000	
54620	Motor Fuels	\$3,030	\$4,000	\$2,204	\$4,000	
54660	Chemical Supplies	\$436	\$500	\$0	\$500	
54850	Small Tool and Minor Equipment	\$1,100	\$0	\$0	\$0	
54990	General Supplies	\$4,232	\$2,500	\$1,100	\$19,500	UFED/Desktop & Training
58990	Indirect Cost Allocation	\$270,360	\$0	\$0	\$0	
TOTAL OPERATING		\$407,200	\$58,650	\$58,322	\$77,650	

TOTAL INVESTIGATIONS (1010-1120)	\$2,482,337	\$2,438,774	\$2,112,081	\$2,383,643	
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INVESTIGATIONS	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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investigations AB109 (1010-1120)

REVENUE

42113	AB109 Realignment	\$118,595	\$110,000	\$110,000	\$110,000	
TOTAL REVENUE		\$118,595	\$110,000	\$110,000	\$110,000	

PERSONNEL

50010	Regular Full-Time Employees	\$103,147	\$106,960	\$105,434	\$106,960	Police Officer - 100%
50030	Overtime	\$7,592	\$0	\$7,100	\$0	
50040	Vacation Pay	\$4,159	\$0	\$4,105	\$0	
50060	Holiday Pay	\$0	\$0	\$1,300	\$0	
50110	Medicare Contribution	\$1,613	\$1,550	\$1,513	\$1,550	
50120	PERS Contribution-Employee	\$1,028	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$20,972	\$28,150	\$25,735	\$22,877	PERS Employer - Contribution
50210	Group Health Insurance	\$1,436	\$1,490	\$1,344	\$1,488	
50230	Group Life Insurance	\$175	\$180	\$160	\$240	
50240	Group LTD Insurance	\$280	\$300	\$258	\$480	
50290	Group Flex Benefits	\$11,554	\$11,520	\$10,286	\$11,520	
50710	Clothing Allowance	\$805	\$800	\$762	\$800	
TOTAL PERSONNEL SERVICES		\$152,761	\$150,950	\$157,997	\$145,915	

TOTAL INVESTIGATIONS AB109	\$152,761	\$150,950	\$157,997	\$145,915	
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Investigations CAD15 (1010-1120)

PERSONNEL

50015	Regular Part-Time Employees	\$226	\$0	\$0	\$0	
50030	Overtime	\$2,724	\$0	\$0	\$0	
50110	Medicare Contribution	\$40	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$45	\$0	\$0	\$0	
50210	Group Health Insurance	\$18	\$0	\$0	\$0	
50230	Group Life Insurance	\$5	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$3,057	\$0	\$0	\$0	

TOTAL INVESTIGATIONS (ALL FUNDS)	\$2,638,155	\$2,589,724	\$2,270,077	\$2,529,558	
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PATROL

The Patrol Division functions 24 hours, 7 days per week, patrolling the streets and neighborhoods of the community. Two school resource officers are assigned to the four high school campuses in Covina. The Patrol Division utilizes Lieutenants, Sergeants, Field Training Officers, Patrol Officers, Traffic Officers, the Canine, and Community Service Officers to effectively accomplish its duties.

The Patrol Division is the largest work unit within the Police Department with functions that include:

- Providing efficient and effective law enforcement and customer service to the community
- Enhancing the quality of life through community partnership in conjunction with service area policing
- Working collaboratively to deliver efficient services
- Utilize available resources such as crime analysis, predictive policing, etc. to address and create solutions to crime trends and problems

2016/17 Goals and Objectives

Goals:

- Provide excellent and efficient law enforcement services
- Proactive response to crime trends, quality of life issues, etc.

Objectives:

- Assign adequate number of personnel to key areas identified by service area lieutenants in collaboration with community members input
- Assess data available in various computer systems (CAD/RMS, etc.) to respond to trends and form short and long-term solutions to negative issues (crimes, community problems, etc.).



PATROL	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-1130

REVENUE

42115	Public Safety Augmentation	\$411,238	\$325,000	\$350,000	\$350,000	
43119	Police Fee-Other	\$7,913	\$2,500	\$2,500	\$2,500	
44100	Court Fines	\$80,659	\$450,000	\$200,000	\$200,000	
44150	Red Light Camera Fines	\$0	\$0	\$182,770	\$400,000	
48990	Patrol - Other Revenue	\$115	\$0	\$0	\$0	
49120	Transfer-Special Revenue Fund	\$0	\$80,000	\$0	\$0	
TOTAL REVENUE		\$499,924	\$857,500	\$735,270	\$952,500	

PERSONNEL

50010	Regular Full-Time Employees	\$3,392,475	\$3,453,707	\$3,469,800	\$3,626,392	(35) Sworn Positions - 100% each, Community Service Officer - 100%.
50015	Regular Part-Time Employees	\$29,994	\$36,000	\$16,066	\$36,000	(5) Police Reserve Officers - 100% each.
50030	Overtime	\$348,180	\$400,000	\$485,752	\$400,000	
50035	Compensation Time	\$0	\$0	\$1,150	\$0	
50040	Vacation Pay	\$69,300	\$0	\$105,670	\$0	
50050	Sick Leave Pay	\$19,051	\$0	\$5,000	\$0	
50060	Holiday Pay	\$249,966	\$262,854	\$255,984	\$254,506	
50110	Medicare Contribution	\$59,391	\$57,369	\$58,314	\$52,790	
50120	PERS Contribution-Employee	\$37,886	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$729,892	\$976,890	\$832,262	\$1,034,147	PERS Employer - Contribution
50210	Group Health Insurance	\$41,369	\$52,824	\$35,598	\$58,554	
50230	Group Life Insurance	\$7,164	\$7,110	\$6,150	\$9,360	
50240	Group LTD Insurance	\$12,537	\$13,133	\$11,252	\$21,736	
50290	Group Flex Benefits	\$394,423	\$408,960	\$369,962	\$428,540	
50710	Clothing Allowance	\$29,892	\$30,500	\$31,630	\$33,300	
TOTAL PERSONNEL SERVICES		\$5,421,520	\$5,699,347	\$5,684,590	\$5,955,325	

OPERATING

51330	Medical Fees	\$3,540	\$3,500	\$2,355	\$3,500	
51410	Police Services	\$37,793	\$38,000	\$47,194	\$52,000	Helicopter sharing through JPA
51450	Red Light Camera Contract	\$0	\$194,220	\$178,025	\$194,220	
51990	Other Professional Fees	\$4,488	\$13,000	\$13,500	\$13,000	Court legal services
52220	Radio Units	\$30	\$0	\$0	\$0	
52450	Maint-Motor Vehicles	\$13,944	\$16,000	\$12,182	\$16,000	
52490	Maint-Other Equipment	\$891	\$1,100	\$857	\$1,100	
52640	Rentals-Motor Vehicles	\$796	\$0	\$0	\$0	
53100	Dues and Subscriptions	\$110	\$240	\$120	\$240	
53200	Training, Conferences and Meetings	\$135	\$0	\$0	\$0	
53400	Mileage Reimbursement	\$74	\$0	\$0	\$0	
53450	Motor Pool	\$382,164	\$0	\$0	\$0	
53990	Other	\$1,386	\$500	\$375	\$500	
54100	Books	\$0	\$750	\$360	\$750	
54140	Award Supplies	\$207	\$300	\$0	\$300	
54210	Photography Supplies	\$0	\$500	\$0	\$500	
54410	Food Supplies and Meals	\$60	\$200	\$0	\$200	
54430	Clothing and Equipment	\$19,004	\$35,675	\$25,000	\$30,000	Uniform purchases for recruits
54620	Motor Fuels	\$3,387	\$1,000	\$140	\$1,000	
54990	General Supplies	\$11,955	\$18,700	\$15,000	\$18,700	MAV, Tech
58900	Indirect Cost Allocation	\$676,680	\$0	\$0	\$0	
TOTAL OPERATING		\$1,156,643	\$323,685	\$295,109	\$332,010	

OTHER

55550	Motor Vehicles	(\$222)	\$0	\$0	\$0	
55900	Other Equipment	\$2,404	\$0	\$0	\$86,000	Funding for Mobile Car Video & UP Body Armor
TOTAL OTHER		\$2,182	\$0	\$0	\$86,000	

PATROL	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Patrol AB109 (1010-1130)

PERSONNEL

50015	Regular Part-Time Employees	\$285	\$0	\$0	\$0	
50030	Overtime	\$19,786	\$0	\$171	\$0	
50110	Medicare Contribution	\$264	\$0	\$2	\$0	
50210	Group Health Insurance	\$198	\$0	\$2	\$0	
50230	Group Life Insurance	\$28	\$0	\$0	\$0	
50240	Group LTD Insurance	\$42	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$20,604	\$0	\$175	\$0	

TOTAL AB109	\$6,600,949	\$6,023,032	\$5,979,874	\$6,373,335	
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Patrol - Outside Emp (1010-PP03)

REVENUE

43119	Police Fee-Other	\$30,635	\$30,000	\$60,000	\$30,000	Decrease in school events
TOTAL REVENUE		\$30,635	\$30,000	\$60,000	\$30,000	

PERSONNEL

50015	Regular Part-Time Employees	\$1,970	\$0	\$0	\$0	
50030	Overtime	\$58,144	\$30,000	\$51,000	\$30,000	
50110	Medicare Contribution	\$797	\$435	\$736	\$870	
50130	PERS Contribution-Employer	\$103	\$0	\$0	\$0	
50210	Group Health Insurance	\$503	\$0	\$662	\$0	
50230	Group Life Insurance	\$86	\$0	\$112	\$0	
50240	Group LTD Insurance	\$117	\$0	\$162	\$0	
TOTAL PERSONNEL SERVICES		\$61,718	\$30,435	\$52,672	\$30,870	

AL PATROL - OUTSIDE EMP	\$61,718	\$30,435	\$52,672	\$30,870	
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Patrol Resource Officer (1010-PP40)

REVENUE

42500	School District	\$145,959	\$100,000	\$140,000	\$140,000	Staffing hours decrease
TOTAL REVENUE		\$145,959	\$100,000	\$140,000	\$140,000	

PERSONNEL

50010	Regular Full-Time Employees	\$171,217	\$162,470	\$176,000	\$146,920	(2) Police Officers - 100% each
50030	Overtime	\$4,174	\$0	\$9,682	\$0	
50060	Holiday Pay	\$12,904	\$14,580	\$13,246	\$12,250	
50110	Medicare Contribution	\$2,983	\$2,570	\$2,940	\$2,310	
50120	PERS Contribution-Employee	\$1,845	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$37,441	\$46,660	\$42,158	\$43,870	PERS Employer - Contribution
50210	Group Health Insurance	\$0	\$2,980	\$1,010	\$2,980	
50230	Group Life Insurance	\$321	\$360	\$252	\$480	
50240	Group LTD Insurance	\$518	\$600	\$414	\$960	
50290	Group Flex Benefits	\$18,285	\$23,040	\$18,010	\$23,040	
50710	Clothing Allowance	\$1,472	\$1,600	\$1,429	\$1,600	
TOTAL PERSONNEL SERVICES		\$251,160	\$254,860	\$265,141	\$234,410	

TOTAL PATROL RESOURCE OFFICER	\$251,160	\$254,860	\$265,141	\$234,410	
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TOTAL PATROL (ALL FUNDS)	\$6,913,826	\$6,308,327	\$6,297,687	\$6,638,615	
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POLICE RECORDS

As the central repository for all incident reporting, the Records Unit is responsible for processing, storing, and disseminating of all Police Department public documents. Activities include:

- Entering data entry into the Records Management System for use in UCR and crime analysis
- Scanning reports and administrative parking reviews into an imaging system for permanent storage and retrieval
- Duplicating and distributing reports for court action and fulfillment of State and Federal requirements
- Responding to discovery requests and subpoenas for records
- Tracking the three-step process of administrative adjudication of parking citations
- Processing employment applications through the Department of Justice
- Processing registrant paperwork
- Entering restraining orders into the California Law Enforcement Telecommunications System

2016/17 Goals and Objectives

Goals :

- Provide a high level of customer service by responding to requests in a timely and efficient manner
- Keep current with data entry into the Records Management System to provide investigators with an up-to-date database for case management and statistical reporting requirements
- Reduce liability by maintaining a well-trained, informed staff

Objectives:

- Maintain staffing levels
- Ensure that all staff is fully trained in department policies and procedures and that all State and Federal mandates are met



POLICE RECORDS	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-1140

REVENUE

43101	Police Fee-VIS	\$325	\$100	\$150	\$100	
43113	Police Fee-VEH	\$1,335	\$500	\$1,485	\$1,200	
43114	Police Fee-CIT	\$2,570	\$5,000	\$5,000	\$5,000	
43116	Police Fee-Vehicle Impound	\$19,430	\$25,000	\$25,000	\$25,000	
43118	Police Fee-TC/Crime Reports	\$853	\$1,000	\$1,617	\$1,000	
43119	Police Fee-Other	\$18,885	\$5,000	\$14,000	\$13,000	
43130	Finger Printing Fees	\$705	\$500	\$500	\$500	
TOTAL REVENUE		\$44,103	\$37,100	\$47,752	\$45,800	

PERSONNEL

50010	Regular Full-Time Employees	\$262,452	\$293,600	\$235,472	\$294,840	Police Records Supervisor - 100%, (5) Police Records Clerks - 100% each.
50015	Regular Part-Time Employees	\$31,675	\$64,830	\$30,000	\$50,000	(3) Police Records Clerks - 100% each.
50030	Overtime	\$23,582	\$20,000	\$21,300	\$20,000	
50035	Compensation Time	\$75	\$0	\$1,100	\$0	
50040	Vacation Pay	\$785	\$0	\$10,417	\$0	
50050	Sick Leave Pay	\$1,279	\$0	\$2,890	\$0	
50100	Social Security Contribution	\$890	\$1,340	\$516	\$1,340	
50110	Medicare Contribution	\$4,958	\$5,175	\$4,528	\$6,535	
50120	PERS Contribution-Employee	\$3,607	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$52,897	\$65,290	\$54,252	\$69,196	PERS Employer - Contribution
50210	Group Health Insurance	\$5,184	\$8,640	\$4,022	\$8,640	
50230	Group Life Insurance	\$1,058	\$1,080	\$804	\$1,440	
50240	Group LTD Insurance	\$1,709	\$2,510	\$1,436	\$3,400	
50290	Group Flex Benefits	\$58,990	\$69,120	\$46,316	\$69,120	
50710	Clothing Allowance	\$2,605	\$3,800	\$4,362	\$3,800	
TOTAL PERSONNEL SERVICES		\$451,745	\$535,385	\$417,415	\$528,311	

OPERATING

51990	Other Professional Fees	\$252	\$0	\$90	\$0	
52470	Maint-Office Equipment	\$23,982	\$30,000	\$29,767	\$30,000	Copier Lease payment and maintenance agreement
53100	Dues and Subscriptions	\$0	\$170	\$144	\$170	
53210	Employee Training	\$939	\$1,280	\$500	\$1,280	
54000	Office Supplies	\$191	\$0	\$0	\$0	
54430	Clothing and Equipment	\$1,786	\$2,400	\$2,000	\$2,400	
54990	General Supplies	\$193	\$1,250	\$1,450	\$1,250	Paper supplies, permits
58900	Indirect Cost Allocation	\$141,600	\$0	\$0	\$0	
TOTAL OPERATING		\$168,943	\$35,100	\$33,951	\$35,100	

Police Records CAD15 (1010-1140)

PERSONNEL

50015	Regular Part-Time Employees	\$242	\$0	\$0	\$0	
50110	Medicare Contribution	\$4	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$245	\$0	\$0	\$0	

TOTAL POLICE RECORDS (ALL FUNDS)	\$620,933	\$570,485	\$451,366	\$563,411	
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JAIL

The Jail activity is responsible for the booking, care, monitoring and temporary detention of persons who have been arrested and are pending a court appearance or release from custody. Adult detainees are generally held for a maximum of 48 hours, excluding weekends or holidays. In 2015, 2,448 people were booked and housed in the Covina Jail.

2016/17 Goals and Objectives

Goals:

- Pass jail inspections and custodial audits by Federal, State and County agencies and maintain compliance with changes Title 15 of the California Code of Regulations
- Increase safety
- Reduce liability
- Train staff on custodial issues such as arrest/control, dealing with those with mental health issues and the PREA (Prison Rape Elimination Act)

Objectives:

- Address/correct any deficient areas. Make modifications/improvements as necessary to maintain compliance with all regulations
- Regularly update policies/procedures associated to make sure they are contemporary with current case law and/or new statutes
- Monitor those in custody through the implementation of recorded video within the jail facility
- Ensure jail staff attends the 24 hours of required training hours per year as suggested by State of California Standards and Training for Corrections (STC)



JAIL	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-1150

REVENUE

42105	State Mandated Reimbursement	\$13,268	\$0	\$2,860	\$2,860	
TOTAL REVENUE		\$13,268	\$0	\$2,860	\$2,860	

PERSONNEL

50010	Regular Full-Time Employees	\$178,669	\$188,600	\$183,036	\$196,380	(4) Jailers - 100%
50015	Regular Part-Time Employees	\$20,161	\$21,430	\$24,300	\$21,430	Jailer - 100%
50030	Overtime	\$19,731	\$25,000	\$30,000	\$40,000	
50040	Vacation Pay	\$704	\$0	\$1,997	\$0	
50050	Sick Leave	\$0	\$0	\$1,363	\$0	
50060	Holiday Pay	\$13,337	\$14,150	\$14,110	\$15,000	
50110	Medicare Contribution	\$3,701	\$3,310	\$3,986	\$3,680	
50130	PERS Contribution-Employer	\$38,426	\$45,210	\$43,656	\$51,366	PERS Employer - Contribution
50210	Group Health Insurance	\$2,932	\$5,960	\$2,788	\$5,960	
50230	Group Life Insurance	\$721	\$720	\$656	\$960	
50240	Group LTD Insurance	\$1,230	\$1,320	\$1,162	\$1,650	
50290	Group Flex Benefits	\$32,480	\$46,080	\$28,830	\$32,000	
50710	Clothing Allowance	\$2,595	\$3,200	\$3,048	\$3,200	
TOTAL PERSONNEL		\$314,688	\$354,980	\$338,932	\$371,626	

OPERATING

51330	Medical Fees	\$0	\$500	\$408	\$500	
52305	Laundry Services	\$10,263	\$12,000	\$15,401	\$12,000	
52400	Maint-Buildings	\$41	\$500	\$821	\$500	Building supplies
52490	Maint-Other Equipment	\$333	\$0	\$0	\$0	
695	Jail Services	\$0	\$3,800	\$3,800	\$3,800	Sheriffs jail fees
54410	Food Supplies and Meals	\$10,880	\$12,000	\$14,808	\$12,000	
54430	Clothing and Equipment	\$4,172	\$3,000	\$3,500	\$3,000	
54990	General Supplies	\$652	\$800	\$800	\$800	Latex gloves, hand wipes, etc
58990	Indirect Cost Allocation	\$74,880	\$0	\$0	\$0	
TOTAL OPERATING		\$101,222	\$32,600	\$39,538	\$32,600	

Jail CAD15 (1010-1150)

PERSONNEL

50015	Regular Part-Time Employees	\$82	\$0	\$0	\$0	
50030	Overtime	\$2,029	\$0	\$0	\$0	
50110	Medicare Contribution	\$29	\$0	\$0	\$0	
50210	Group Health Insurance	\$26	\$0	\$0	\$0	
50230	Group Life Insurance	\$6	\$0	\$0	\$0	
TOTAL PERSONNEL		\$2,171	\$0	\$0	\$0	

TOTAL JAIL (ALL FUNDS)	\$418,081	\$387,580	\$378,470	\$404,226	
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CANINE UNIT

The Canine Unit supports and assists both the Operations and Support Services Divisions of the Police Department. The canine team is highly trained and can be deployed in a number of situations to supplement or even replace personnel. The significant tasks of the canine unit include:

- Crime prevention and suppression through visibility
- Apprehension of suspects
- Building and area searches for objects/evidence/suspects
- Officer/citizen/community protection
- Narcotics detection
- Building community support through interaction and demonstration
- Conducting foot patrols

2016/17 Goals and Objectives

Goals:

- Provide specialized or supplemental assistance to both Divisions
- Increase public awareness and generate public support through canine team demonstrations and the use of social media

Objectives:

- Participate in standardized weekly/monthly training
- Be prepared and ready to assist all Divisions in a multitude of operations
- Participate in canine demonstrations to promote the unit



CANINE UNIT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-1160

PERSONNEL

50010	Regular Full-Time Employees	\$25,549	\$94,480	\$130,000	\$98,344	Police Officer - 100%
50030	Overtime	\$1,962	\$0	\$20,425	\$20,000	
50060	Holiday Pay	\$1,739	\$7,090	\$8,750	\$7,376	
50110	Medicare Contribution	\$412	\$1,480	\$1,490	\$1,545	
50120	PERS Contribution-Employee	\$265	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$6,528	\$26,740	\$21,848	\$20,595	PERS Employer - Contribution
50210	Group Health Insurance	\$424	\$1,490	\$1,218	\$1,488	
50230	Group Life Insurance	\$50	\$240	\$144	\$240	
50240	Group LTD Insurance	\$82	\$480	\$236	\$480	
50290	Group Flex Benefits	\$3,497	\$11,520	\$10,286	\$11,520	
50710	Clothing Allowance	\$219	\$800	\$762	\$800	
TOTAL PERSONNEL SERVICES		\$40,726	\$144,320	\$195,159	\$162,388	

OPERATING

53100	Dues and Subscriptions	\$0	\$500	\$400	\$500	Membership to LACPCA
54350	Special Supplies	\$0	\$5,000	\$5,000	\$5,000	Dog food and supplies
54430	Clothing and Equipment			\$283		
54620	Motor Fuel	\$131	\$0	\$0	\$0	
54990	General Supplies	\$1,572	\$0	\$621	\$600	
TOTAL OPERATING		\$1,703	\$5,500	\$6,304	\$6,100	

TOTAL CANINE UNIT	\$42,429	\$149,820	\$201,463	\$168,488	
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TRAFFIC

The Traffic Enforcement Unit is responsible for enforcing traffic-related laws, completing traffic collision investigations, reducing accidents through education and enforcement, monitoring of the Red Light Camera system and tracking applicable grant funding. All City Management Services (ACMS) provides crossing guard services and is also funded in this activity.

2016/17 Goals and Objectives

Goals:

- Mitigate and decrease collisions in the city
- Enforce DUI and licensing laws
- Promote efficient investigations through proper utilization of equipment, advanced planning and ongoing education of officers

Objectives:

- Identify high frequency collision locations through the use of software programs and data analysis
- Provide input and recommendations for improving or changing traffic flows and employ enforcement
- When applicable, administer and apply traffic and DUI grant funding to enforcement operations
- Update and monitor master diagrams for patrol personnel. Ensure specialized equipment is contemporary and regularly utilized



TRAFFIC	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-1200

REVENUE

42500	School District	\$8,130	\$5,000	\$8,042	\$8,000	Reimbursement from School Districts for School Crossing Guard Services
TOTAL REVENUE		\$8,130	\$5,000	\$8,042	\$8,000	

PERSONNEL

50010	Regular Full-Time Employees	\$122,000	\$192,800	\$190,276	\$184,143	(2) Police Officers - 100%
50030	Overtime	\$3,768	\$5,850	\$15,600	\$6,070	
50035	Compensation Time	\$313	\$0	\$0	\$0	
50040	Vacation Pay	\$12,683	\$0	\$0	\$0	
50050	Sick Leave Pay	\$15,211	\$0	\$0	\$0	
50060	Holiday Pay	\$9,138	\$14,460	\$14,476	\$16,000	
50110	Medicare Contribution	\$2,329	\$3,100	\$3,044	\$2,981	
50120	PERS Contribution-Employee	\$1,301	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$26,876	\$54,550	\$47,430	\$52,312	PERS Employer - Contribution
50210	Group Health Insurance	\$1,651	\$2,980	\$2,424	\$2,980	
50230	Group Life Insurance	\$201	\$360	\$290	\$480	
50240	Group LTD Insurance	\$324	\$600	\$472	\$960	
50290	Group Flex Benefits	\$14,949	\$23,040	\$20,572	\$23,040	
50710	Clothing Allowance	\$1,076	\$1,600	\$1,524	\$1,600	
TOTAL PERSONNEL SERVICES		\$211,820	\$299,340	\$296,108	\$290,566	

OPERATING

51430	Crossing Guard Services	\$101,466	\$112,000	\$112,000	\$121,000	Increase in crossing guard contract cost
52450	Maint-Motor Vehicles	\$1,534	\$2,000	\$2,853	\$2,000	
52490	Maint-Other Equipment	\$357	\$300	\$300	\$300	
52990	Other	\$0	\$100	\$0	\$100	
54430	Clothing and Equipment	\$970	\$1,160	\$1,705	\$1,160	
54620	Motor Fuels	\$2,795	\$1,000	\$500	\$1,000	
54690	Tires	\$0	\$750	\$0	\$750	
54990	General Supplies	\$281	\$200	\$0	\$200	
58900	Indirect Cost Allocation	\$51,480	\$0	\$0	\$0	
TOTAL OPERATING		\$158,883	\$117,510	\$117,358	\$126,510	

OTHER

55550	Motor Vehicles	\$0	\$26,000	\$26,000	\$0	Motor vehicle purchased in FY 15-16
TOTAL OTHER		\$0	\$26,000	\$26,000	\$0	

TOTAL TRAFFIC		\$370,702	\$442,850	\$439,466	\$417,076	
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PARKING CONTROL

Parking control is deployed to ensure the best use of parking, to encourage turnover of timed parking spaces, aid the flow of traffic, and ease congestion to encourage patrons to visit Covina and its businesses and residents. This program includes supervision of line personnel and the management of contracts that provide for the collection and processing of fees associated with parking enforcement. The City contracts with Inter-Con Security for daytime parking enforcement.

2016/17 Goals and Objectives

Goals:

- Identify parking needs and issues in and around congested businesses
- Promote public awareness of parking laws and the appropriate use of available parking that satisfy the needs of both consumers/businesses
- Strengthen the working relationships between the Police Department and affected business owners
- Monitor commuter parking areas for compliance of permit rules

Objectives:

- Monitor the municipal lots/structures for parking compliance and issue citations as necessary/appropriate
- Interact with members of the public to provide direction as to parking alternatives
- Attend meetings, provide input and listen to concerns



PARKING CONTROL	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-1300

REVENUE

43150	Overnight Parking Fees	\$310,422	\$330,000	\$300,000	\$300,000	
44200	Parking Fines	\$477,350	\$500,000	\$450,000	\$450,000	
TOTAL REVENUE		\$787,772	\$830,000	\$750,000	\$750,000	

PERSONNEL

50015	Regular Part-Time Employees	\$32,524	\$84,950	\$28,678	\$88,442	(4) Overnight Parking Enforcement Officers, Parking Enforcement Officer - 100%
50110	Medicare Contribution	\$472	\$1,230	\$416	\$1,282	
50130	PERS Contribution-Employer	\$1,158	\$3,560	\$1,408	\$13,311	PERS Employer - Contribution
TOTAL PERSONNEL SERVICES		\$34,153	\$89,740	\$30,502	\$103,035	

OPERATING

51410	Police Services	\$171,857	\$180,000	\$175,000	\$180,000	Parking citation collection company
51880	Parking Enforcement Services	\$60,838	\$70,000	\$65,000	\$70,000	Contract increase
51990	Other Professional Fees	\$1,660	\$3,000	\$2,760	\$3,000	
52490	Maint-Other Equipment	\$5,999	\$5,000	\$4,000	\$4,000	
53100	Dues and Subscriptions	\$135	\$135	\$135	\$135	
53450	Motor Pool	\$18,972	\$0	\$0	\$0	
53590	General Printing and Binding	\$5,035	\$5,000	\$4,000	\$4,000	
53800	Bank Service Charges	\$12,087	\$10,000	\$12,300	\$12,000	Increase in service charge volume
53990	Other	\$18	\$0	\$6	\$0	
54430	Clothing and Equipment	\$107	\$1,000	\$850	\$765	
54990	General Supplies	\$0	\$100	\$70	\$100	
58280	Parking Control - Public Parking	(\$30,000)	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$33,480	\$0	\$0	\$0	
TOTAL OPERATING		\$280,186	\$274,235	\$264,121	\$274,000	

TOTAL PARKING CONTROL (1010-1300)	\$314,339	\$363,975	\$294,623	\$377,035	
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Parking - Metrolink 1010-PC01

PERSONNEL

50015	Regular Part-Time Employees	\$1,290	\$0	\$0	\$0	
50110	Medicare Contribution	\$19	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$1,309	\$0	\$0	\$0	

TOTAL PARKING - METROLINK	\$1,309	\$0	\$0	\$0	
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TOTAL PARKING CONTROL (ALL FUNDS)	\$315,648	\$363,975	\$294,623	\$377,035	
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COMMUNICATIONS

The Communications Unit is responsible for the operation of radio and telephone communications for the Covina Police Department. It operates 24 hours per day, seven days per week, and is staffed by a minimum of two dispatchers at all times. The role of the unit is to receive, prioritize and process calls for public safety services, provide information and customer service to citizens and to direct resources and equipment where needed to ensure public safety. The Covina Dispatch Center is a Primary PSAP (Public Safety Answering Point) for the 9-1-1 System, including both wireless and text 9-1-1 calls. The Dispatch Center is the first point of contact between the Police Department and the public.

2016/17 Goals and Objectives

Goals:

- Recruit and retain candidates
- Ensure best practices in customer service are employed by the unit through ongoing training and monitoring

Objectives:

- Ensure all dispatchers receive specialized training. With the continued changing needs of public safety and POST mandates, each dispatcher requires up-to-date information to perform their duties and mitigate the department's civil liability
- Take an active role in the recruitment of potential dispatchers in order to obtain the best qualified candidates. Potential candidates will tour and participate in hands on observation of the Communications Center



COMMUNICATIONS	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 1010-1410

REVENUE

44200	State Mandated Reimbursement	\$0	\$0	\$16,292	\$16,000	
TOTAL REVENUE		\$0	\$0	\$16,292	\$16,000	

PERSONNEL

50010	Regular Full-Time Employees	\$613,204	\$693,230	\$550,000	\$604,218	Public Safety Dispatch Supervisor - 100%, (10) Public Safety Dispatchers - 100%
50015	Regular Part-Time Employees	\$0	\$24,760	\$8,000	\$28,662	Public Safety Dispatcher - 100%
50030	Overtime	\$141,876	\$90,000	\$190,148	\$90,000	Overtime increase due to staffing shortage
50035	Compensation Time	\$0	\$0	\$1,000	\$0	
50040	Vacation Pay	\$685	\$0	\$23,700	\$0	
50045	Administrative Leave	\$0	\$0	\$0	\$5,000	
50050	Sick Leave Pay	\$324	\$0	\$5,565	\$0	
50060	Holiday Pay	\$45,755	\$51,990	\$38,834	\$45,183	
50086	Longevity Pay	\$3,000	\$0	\$0	\$0	
50110	Medicare Contribution	\$10,428	\$10,270	\$10,500	\$7,542	
50120	PERS Contribution-Employee	\$1,673	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$133,306	\$165,530	\$135,000	\$143,772	PERS Employer - Contribution
50210	Group Health Insurance	\$12,222	\$16,370	\$10,000	\$16,370	
50230	Group Life Insurance	\$1,843	\$1,980	\$1,200	\$2,640	
50240	Group LTD Insurance	\$4,275	\$4,830	\$4,000	\$5,608	
50290	Group Flex Benefits	\$114,791	\$126,720	\$100,000	\$126,720	
50710	Clothing Allowance	\$6,824	\$8,800	\$5,028	\$8,800	
TOTAL PERSONNEL SERVICES		\$1,090,206	\$1,194,480	\$1,082,975	\$1,084,515	

OPERATING

51010	Office/Administrative	\$306	\$0	\$0	\$0	
52200	Telephone	\$65,014	\$60,000	\$62,090	\$60,000	
220	Radio Units	\$38,749	\$53,263	\$31,098	\$57,000	Comnet radio units upgrade
52490	Maint-Other Equipment	\$3,001	\$3,500	\$814	\$3,500	
52690	Rentals-Other Equipment	\$3,555	\$2,000	\$0	\$2,000	
53100	Dues and Subscriptions	\$0	\$0	\$50	\$0	
53990	Other	\$395	\$100	\$250	\$100	
54000	Office Supplies	\$0	\$800	\$343	\$800	
54410	Food Supplies and Meals	\$67	\$0	\$0	\$0	
54430	Clothing and Equipment	\$1,216	\$800	\$1,450	\$800	
54990	General Supplies	\$191	\$300	\$120	\$300	
55650	Communication Services - Office	\$25,292	\$0	\$0	\$0	
55700	Computer Hardware and Software	\$13,115	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$157,800	\$0	\$0	\$0	
TOTAL OPERATING		\$308,700	\$120,763	\$96,215	\$124,500	

Communications CAD15 (1010-1410)

PERSONNEL

50030	Overtime	\$8,848	\$0	\$121	\$0	
50110	Medicare Contribution	\$96	\$0	\$2	\$0	
50210	Group Health Insurance	\$108	\$0	\$1	\$0	
50230	Group Life Insurance	\$16	\$0	\$1	\$0	
TOTAL PERSONNEL SERVICES		\$9,068	\$0	\$125	\$0	

TOTAL COMMUNICATIONS (ALL FUNDS)	\$1,407,974	\$1,315,243	\$1,179,315	\$1,209,015	
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POLICE TRAINING

Professional, contemporary and consistent training of all employees is an integral part of an efficient law enforcement organization. Effective training programs maximize organization effectiveness while helping to minimize the liability exposure due to the actions of employees. For police departments, the State of California mandates a minimum of 24 hours of California P.O.S.T. approved training every two years for both sworn officers and public safety dispatchers. The civilian jailers are required to attend 24 hours of training every year. Training ranges from the basic police academy to management and executive development and also includes job specific training for specialized positions. Civilian training includes topics such as public records act, customer service, crisis communications, report writing and custodial officer training for jailers. The Firearms Training Unit handles all firearms related training including less lethal munitions training within the department for all sworn officers.

2016/17 Goals and Objectives

Goals:

- Assess the department wide training plan for each job classification
- Continue to develop officers from within the organization to become subject matter experts to maximize the in-house training opportunities
- Provide updated training in active shooter scenario concepts

Objectives:

- Complete P.O.S.T. Certified Instructors Courses as well as training classes associated with specific subject matter
- Adhere to the department wide training plan to ensure required training is achieved
- Continue to provide mental health training



POLICE TRAINING	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-1440

REVENUE

42117	POST Subvention	\$18,186	\$35,000	\$15,000	\$15,000	
42118	Standards/Training-Corrections	\$5,720	\$6,000	\$0	\$0	
43119	Police Fee-Other	\$0	\$0	\$17,394	\$0	
TOTAL REVENUE		\$23,906	\$41,000	\$32,394	\$15,000	

PERSONNEL

50010	Regular Full-Time Employees	\$130,433	\$137,300	\$135,150	\$137,300	Police Sergeant - 100%
50015	Regular Part-Time Employees	\$360	\$0	\$0	\$0	
50030	Overtime	\$58,658	\$44,070	\$68,000	\$44,070	
50110	Medicare Contribution	\$2,706	\$2,630	\$3,208	\$2,630	
50120	PERS Contribution-Employee	\$3,892	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$26,477	\$36,070	\$32,952	\$41,068	PERS Employer - Contribution
50210	Group Health Insurance	\$979	\$1,490	\$730	\$1,490	
50230	Group Life Insurance	\$248	\$180	\$248	\$240	
50240	Group LTD Insurance	\$362	\$300	\$368	\$480	
50290	Group Flex Benefits	\$11,554	\$11,520	\$10,100	\$11,520	
50710	Clothing Allowance	\$805	\$800	\$781	\$800	
TOTAL PERSONNEL SERVICES		\$236,473	\$234,360	\$251,537	\$239,598	

OPERATING

53100	Dues and Subscriptions	\$340	\$1,800	\$555	\$1,800	
53200	Training, Conferences and Meetings	\$8,650	\$0	\$141	\$0	
53210	Employee Training	\$54,818	\$80,000	\$70,050	\$70,050	
53400	Mileage Reimbursement	\$861	\$0	\$0	\$0	
5410	Food Supplies and Meals	\$421	\$0	\$0	\$0	
5420	Tactical Equipment	\$0	\$0	\$4,200	\$0	
54430	Clothing and Equipment	\$12	\$0	\$0	\$0	
54990	General Supplies	\$47	\$0	\$45	\$0	
58900	Indirect Cost Allocation	\$40,320	\$0	\$0	\$0	
TOTAL OPERATING		\$105,470	\$81,800	\$74,991	\$71,850	

Police Training CAD15 (1010-1440)

PERSONNEL

50030	Overtime	\$3,152	\$0	\$82	\$0	
50110	Medicare Contribution	\$42	\$0	\$2	\$0	
50210	Group Health Insurance	\$35	\$0	\$1	\$0	
50230	Group Life Insurance	\$4	\$0	\$0	\$0	
50240	Group LTD Insurance	\$4	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$3,237	\$0	\$85	\$0	

OPERATING

53210	Employee Training	\$0	\$12,000	\$9,000	\$9,000	Spillman training in Utah for five employees
TOTAL OPERATING		\$0	\$12,000	\$9,000	\$9,000	

TOTAL POLICE TRAINING (1010-1440)		\$345,179	\$328,160	\$335,613	\$320,448	
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POLICE TRAINING	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Training - Range (1010-PT02)

PERSONNEL

50030	Overtime	\$3,419	\$7,260	\$3,500	\$5,000	
50110	Medicare Contribution	\$45	\$105	\$36	\$105	
50210	Group Health Insurance	\$35	\$0	\$28	\$0	
50230	Group Life Insurance	\$5	\$0	\$4	\$0	
50240	Group LTD Insurance	\$8	\$0	\$6	\$0	
TOTAL PERSONNEL SERVICES		\$3,512	\$7,365	\$3,574	\$5,105	

OPERATING

52400	Maint-Buildings	\$2,153	\$7,350	\$3,500	\$7,350	
52690	Rentals-Other Equipment	\$520	\$860	\$440	\$860	
53100	Dues and Subscriptions	\$0	\$70	\$0	\$70	
53210	Employee Training	\$900	\$0	\$0	\$0	
53300	Postage	\$224	\$0	\$0	\$0	
54350	Special Supplies	\$2,635	\$2,400	\$2,405	\$2,400	
54420	Tactical Equipment	\$62,344	\$54,151	\$17,104	\$54,151	
54610	Janitorial Supplies	\$979	\$2,200	\$0	\$1,500	
54680	Equipment Parts	\$3,344	\$1,900	\$1,900	\$1,900	
54850	Small Tool and Minor Equipment	\$185	\$0	\$0	\$0	
54990	General Supplies	\$157	\$0	\$0	\$0	
TOTAL OPERATING		\$73,443	\$68,931	\$25,349	\$68,231	

OTHER

55900	Other Equipment	\$7,957	\$0	\$0	\$0	Robot Avatar purchased in FY 14/15
TOTAL OTHER		\$7,957	\$0	\$0	\$0	

TOTAL TRAINING - RANGE	\$84,912	\$76,296	\$28,923	\$73,336	
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Training - Special Response (1010-PT04)

PERSONNEL

50030	Overtime	\$51,376	\$24,300	\$42,900	\$40,000	
50110	Medicare Contribution	\$680	\$350	\$512	\$350	
50210	Group Health Insurance	\$458	\$0	\$266	\$0	
50230	Group Life Insurance	\$73	\$0	\$50	\$0	
50240	Group LTD Insurance	\$93	\$0	\$28	\$0	
TOTAL PERSONNEL SERVICES		\$52,680	\$24,650	\$43,756	\$40,350	

OPERATING

54420	Tactical Equipment	\$50	\$0	\$0	\$0	
TOTAL OPERATING		\$50	\$0	\$0	\$0	

TOTAL TRAINING - SPECIAL RESPONSE	\$52,730	\$24,650	\$43,756	\$40,350	
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TOTAL POLICE TRAINING (ALL FUNDS)	\$482,821	\$429,106	\$408,292	\$434,134	
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COMPUTER SERVICES

This is the cost center for the Police Department's information technology which includes the computer aided dispatch/records management system, the citywide cameras and all police radios and mobile data computers.

2016/17 Goals and Objectives

Goals:

- Continue to integrate crime analysis to ensure trends are identified and resources are properly deployed
- Maintain equipment and applications to assist in crime suppression and prevention

Objectives:

- Train and educate employees
- Maintain connectivity with all software and equipment
- Provide continual maintenance to current equipment and establish replacement schedules to keep up with innovations
- Utilize CAD/RMS analytics to identify emerging crime trends and implement responses



COMPUTER SERVICES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-1450

REVENUE

42111	State CAD Reimbursement	\$0	\$79,695	\$92,810	\$0	
49120	Transfer - Special Revenue Fund	\$100,000	\$0	\$0	\$0	
TOTAL REVENUE		\$100,000	\$79,695	\$92,810	\$0	

OPERATING

51990	Other Professional Fees	\$14,907	\$13,128	\$0	\$13,128	Reflects training on new 911 equipment
52470	Maint-Office Equipment	\$0	\$4,500	\$700	\$700	
52480	Maint-Computer Hardware/Softwr	\$0	\$6,200	\$2,000	\$3,100	
53210	Employee Training	\$1,031	\$0	\$0	\$0	
53990	Other	\$0	\$100	\$0	\$100	
54000	Office Supplies	\$5,215	\$6,220	\$5,000	\$5,500	
54990	General Supplies	\$0	\$100	\$20	\$100	
58900	Indirect Cost Allocation	\$218,040	\$0	\$0	\$0	
TOTAL OPERATING		\$239,193	\$30,248	\$7,720	\$22,628	

Computer Services CAD15 (1010-1450)

55700	Computer Hardware and Software	\$537,766	\$67,695	\$153,802	\$100,000	
TOTAL OPERATING		\$537,766	\$67,695	\$153,802	\$100,000	

TOTAL COMPUTER SERVICES	\$776,959	\$97,943	\$161,522	\$122,628	
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DISASTER PREPAREDNESS

The Disaster Preparedness activity is responsible for coordinating and managing the City's response to a major earthquake or other disasters.

2016/17 Goals and Objectives

Goals:

- Provide training to city personnel in emergency management
- Participate in county-wide emergency management training exercises
- Maintain the readiness of the City's Emergency Operations Center (EOC)

Objectives:

- Complete additional training courses on the Incident Command Management System (ICMS) which may include additional table-top exercises
- Continue to re-evaluate the set-up of EOC to determine operational readiness
- Update Emergency Operations and Hazard Mitigation Plans



DISASTER PREPAREDNESS	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-1700

OPERATING

52200	Telephone	\$3,054	\$4,000	\$3,300	\$4,000	
53100	Dues and Subscriptions	\$2,402	\$3,500	\$2,400	\$3,500	EOC training
54990	General Supplies	\$4	\$2,500	\$1,000	\$2,000	
55900	Other Equipment	\$2,863	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$36,840	\$0	\$0	\$0	
TOTAL OPERATING		\$45,163	\$10,000	\$6,700	\$9,500	

TOTAL DISASTER PREPAREDNESS	\$45,163	\$10,000	\$6,700	\$9,500	
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ANIMAL CONTROL

Animal control services are provided pursuant to a contract with the Los Angeles County Department of Animal Care and Control. Services include dog licensing, retrieval of injured/deceased animals, sheltering services, veterinary care and enforcement of all animal laws.

2016/17 Goals and Objectives

Goals:

- Provide the highest quality of service in a cost effective manner
- Promote awareness of animal services and regulations
- Promote health and safety of animals

Objectives:

- Monitor quality of service and maintain close working relationships with Animal Control
- Host and promote annual vaccine and licensing clinic



ANIMAL CONTROL	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 1010-1800

REVENUE

41100	Animal Licenses	\$75,366	\$78,000	\$88,955	\$84,000	
TOTAL REVENUE		\$75,366	\$78,000	\$88,955	\$84,000	

OPERATING

51440	Animal Control Fees	\$143,885	\$125,040	\$143,800	\$143,800	LA County Animal Control Services
53010	General Insurance	\$276	\$0	\$0	\$0	
54990	General Supplies	\$10	\$300	\$115	\$200	Vaccine clinic supplies
TOTAL OPERATING		\$144,171	\$125,340	\$143,915	\$144,000	

TOTAL ANIMAL CONTROL	\$144,171	\$125,340	\$143,915	\$144,000	
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Fire Department

Department Overview

The City of Covina's fire suppression, prevention, education, permitting/planning, and inspection services are provided pursuant to a contract with the Los Angeles County Fire Department.

Programs and Services

The County of Los Angeles Fire Department is divided into five Bureaus: North Region Operations, East Region Operations, Central Region Operations, Special Services, and Fire Prevention, each of which is managed by a Deputy Chief. Each Operational Bureau is comprised of two to four geographical divisions. Each Division is overseen by an Assistant Fire Chief, who reports directly to the Deputy Chief.

There are a total of nine Divisions in the County. Divisions, in turn, are comprised of Battalions; there are two to three Battalions in each Division. Battalions are managed by Battalion Chiefs, who oversee from six to twelve fire stations, depending on the size of the Battalion.

The City of Covina, which is served by Battalions 2 and 16 in Division II, has three fire stations – Fire Station 152, fire Station 153, and Fire Station 154. Services provided include: Fire Suppression, Emergency Medical Service (Paramedics), Hazardous Materials, Health HazMat, Urban Search and Rescue, Lifeguard Services, K-9 (search and arson), Helicopters (fire & rescue), and Large Animal Rescue Operations. Non- Emergency Services include: free blood pressure checks, public assistance, Safe House, snake removal, forestry Services, Safe Haven, Community Emergency Response Team (CERT) training, fire prevention, station tours and Explorer Programs.



Fire Department FY 2016/17 Adopted Budget

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
Fire Suppression	\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828
Total Expenditures	\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828

Budget Overview and Significant Changes

The Adopted FY 16/17 budget reflects a rate increase imposed by the County of 2.7%. Also, per council approval, the change was made to eliminate the assessment engine.



FIRE SUPPRESSION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-1600

REVENUE

43185	Fire Paramed Pass Thru	\$82,948	\$80,000	\$164,685	\$150,000	Amount collected and remitted to the City by County as reimbursement for services provided
TOTAL REVENUE		\$82,948	\$80,000	\$164,685	\$150,000	

OPERATING

51420	Fire Protection	\$8,176,280	\$9,032,477	\$9,086,450	\$8,956,828	Includes rate provided by LA County dated March 31, 2016
52120	Fire Suppression - Electric Utilities	\$2,039	\$0	\$0	\$0	
52130	Fire Suppression - Gas Utilities	\$436	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$132,720	\$0	\$0	\$0	
TOTAL OPERATING		\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828	

TOTAL FIRE SUPPRESSION	\$8,311,475	\$9,032,477	\$9,086,450	\$8,956,828	
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Public Works

Department Overview

The Public Works Department develops, operates and maintains safe, efficient, and high-quality infrastructure systems including:

- 34 miles of arterial roadways,
- 82 miles of residential roadways,
- 240 miles of curb and gutter,
- 9,000 street trees that comprise our urban forest,
- 4,000 traffic signs,
- Over 1,000,000 square feet of sidewalk,
- 102 miles of water mains,
- 8,950 water meters and service connections,
- 991 fire hydrants,
- Nine water reservoirs with a capacity of 20.5 million gallons,
- Seven water pumping stations,
- 108 vehicles and fuel-powered heavy equipment, including 53 police vehicles,
- 92 pieces of portable equipment,
- Unleaded, diesel, and compressed natural gas fueling facilities that are used by City forces, emergency responders and local school districts,
- Three electric vehicle charging stations,
- Two parking structures, six parking lots, and a commuter rail station,
- Maintenance of City facilities,
- 121 miles of public sanitary sewer,
- One sanitary sewer lift station,
- 793 City owned street lights, and;
- 42 City owned traffic signals.

In addition to maintaining public infrastructure, the Public Works Department is also responsible for:

- Clean-up of illegally dumped materials in the public right of way; including furniture, shopping carts, household hazardous materials and discarded items; ,
- General weed abatement and litter control;
- Repainting of curb markings, street markings, and crosswalks;



Public Works Department

FY 2016/17 Adopted Budget

- Cleaning of gutters, stormwater drainage channels, stormwater catch basins, and continual cleaning and maintenance of the City's sanitary sewer lines, and;
- Patching of potholes and sidewalk repairs.

Programs and Services

The Public Works Department accomplishes its work activities through a combination of fund sources, including: City General Funds, Internal Service Funds, Enterprise Funds, and Special Revenue Funds. Department program activities by fund source include:

- General Fund
 - General Administration
 - Civic Center
 - Graffiti Removal
 - Engineering
 - Streets
 - Street Lighting
 - Traffic Control
 - Yard Center
 - Park Maintenance
- Internal Service Fund
 - Central Equipment
- Enterprise Funds
 - Water Utility
 - Environmental Protection
 - Sanitary Sewer
- Special Revenue Funds
 - State Gasoline Tax
 - Proposition A Local Return Transportation Funds
 - Proposition C Local Return Transportation Funds
 - Measure R Local Return Transportation Funds
 - State Transportation Development Act (TDA) Funds
 - Air Quality Improvement Funds
 - Municipal Parking Assessment District
 - Street Lighting Assessment District
 - Street Trees and Landscape Assessment District
 - Shoppers Lane Parking Improvement Area



Public Works Department

FY 2016/17 Adopted Budget

- State Department of Conservation Beverage Grant Funds
- State Oil Payment Program Grant Funds

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
General Administration	\$284,764	\$167,900	\$103,328	\$59,945
Graffiti Removal	\$80,151	\$72,300	\$72,000	\$72,300
Engineering	\$348,550	\$262,194	\$258,043	\$259,876
Streets	\$1,086,261	\$710,888	\$686,180	\$813,190
Street Lighting	\$277,560	\$230,000	\$261,709	\$287,880
Traffic Control	\$198,771	\$228,800	\$212,547	\$237,561
Yard Center	\$235,236	\$189,815	\$193,752	\$209,750
Park Maintenance	\$927,710	\$1,025,028	\$848,289	\$1,030,690
Civic Center	\$193,838	\$103,400	\$98,705	\$98,977
Total Expenditures	\$3,632,842	\$2,990,325	\$2,734,553	\$3,070,170

Budget Overview and Significant Changes

For Fiscal Year 2016/2017, the Public Works Department, the Adopted Fiscal Year 2016/2017 budget has been developed to show the true cost of all operating divisions, including those divisions funded by special or restricted funds.

The most significant changes in the Adopted budget reflect the reallocation of personnel costs to reflect the actual costs incurred by specific job assignments amongst the various functions to reduce General Fund costs, and maximize the use of restricted funds.

Budget highlights include of the following:

- Park Maintenance transferred to Public Works in September 2015
- Year 2 of five-year grid trimming schedule for street and park trees (approx. 2,059 trees)
- Engineering support of CIP
- Emphasis on filling vacant positions and workforce training and development



Public Works Department FY 2016/17 Adopted Budget

- Gas Tax funding for street, street light and traffic signal operations and Measure R Funding for pothole and concrete repair
- Need to address energy cost savings on Edison-owned street lights.
- Increased costs of implementing requirements of municipal stormwater permit without dedicated funding source
- Refuse rate adjustment and Integrate Waste Management Fee reassessment
- Continued efforts to manage water conservation
- Update of Urban Water Management Plan (UWMP)
- Development of new Alternative fuel vehicle rebate program in Air Quality Budget
- Water supply strategy to maximize use of Covina Irrigating Company water and minimize use of imported water
- Upgrade of one vacant Water Worker position to a Water Pump Operator position for continuity of coverage and to meet permit requirements
- Conduct Water Rate Study
- Water System FY 2017 CIP project budget totals more than \$2.3 million, including water line replacements and SCADA System upgrade
- Initiate and complete Request for Proposals process for Dial-a-Ride services
- Installation of security cameras at the Metrolink Parking Structure and Lot
- Emphasis on compliance with Sewer System Management Plan (SSMP), which requires all sewer lines to be cleaned annually, hot spots to be cleaned monthly, and CCTV inspection of sewer collection system every five year
- Purchase of camera system to inspect sewer and storm drains



Public Works Department

FY 2016/17 Adopted Budget

Department Position Allocation

Classification	FY 14/15 Budgeted Positions	FY 15/16 Budgeted Positions	FY 16/17 Adopted Positions
Full-Time Positions			
Public Works Director	1.00	1.00	1.00
Public Works Manager	-	-	1.00
Assistant Director of Public Works	1.00	1.00	-
Public Works Superintendent	1.00	1.00	-
Environmental Services and Transportation Manager	0	0	1.00
Environmental Services Analyst	0	0	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00
Water Services Supervisor	1.00	1.00	1.00
Assistant Civil Engineer	1.00	1.00	-
Street Maintenance Foreman	1.00	1.00	1.00
Water Foreman	1.00	1.00	1.00
Equipment Foreman	1.00	1.00	-
Construction Inspector II	1.00	1.00	-
Water Pump Operator	2.00	1.00	2.00
Senior Equipment Mechanic	1.00	1.00	1.00
Management Analyst	3.00	3.00	2.00
Management Analyst Trainee	0.75	0.75	1.00
Street Crew Leader	2.00	2.00	2.00
Water Crew Leader	2.00	2.00	2.00
Water Quality Technician	1.00	1.00	1.00
Building Maintenance Worker	1.00	1.00	1.00
Senior Administrative Technician	3.00	3.00	2.00
Equipment Mechanic	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00
Water Worker	6.00	6.00	6.00
Street Worker	6.00	6.00	6.00
Park Maintenance Supervisor	-	-	1.00



Public Works Department FY 2016/17 Adopted Budget

Park Maintenance Foreman	-	-	1.00
Park Worker	-	-	1.00
Account Clerk I	0.50	1.25	-
Total Full-Time Positions	41.25	40.00	39.00
FTE Part-Time Positions			
General Maintenance Worker	1.00	1.00	1.00
Equipment Mechanic	0.50	0.50	-
Engineering Intern	0.50	0.50	-
Administrative Intern	-	-	0.50
Park Maintenance Assistant	-	-	1.50
Office Assistant II	-	-	0.50
Office Assistant I	0	0	0.50
Total FTE Part-Time Positions	2.00	2.00	4.00
Total Full-Time Equivalent Positions	43.25	42.00	43.00



Public Works Administration

The Public Works Administrative Services Division provides oversight, administrative support, and customer service for each of the Department's divisions. These activities include the preparation of the Department's operating budget; monthly revenue and expenditure reports; production and management of the Department's Capital Improvement Program budget; projection and monitoring of departmental revenues; maintenance and administration of employee personnel files, reports and information; personnel recruitment, evaluation and training; processing of all purchasing-related documents and monitoring of purchase order status; monitoring of state and federal legislation that may impact the Public Works Department; development and oversight of the Department's safety program including all Cal-OSHA compliance; centralized word-processing for all divisions; contract management, such as the graffiti removal contract services and requests, and preparation of miscellaneous reports, studies, and analysis, as needed.



Public Works Administration	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-2000

REVENUE

43290	Public Works - Other Charges	\$0	\$0	\$0	\$150,000	Revenues vary according to development activity
TOTAL REVENUE		\$0	\$0	\$0	\$150,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$161,810	\$120,824	\$67,137	\$32,415	Public Works Director - 10%, Public Works Manager - 5%, Management Analyst - 10%, Sr. Admin Tech - 10%
50035	Compensation Time	\$0	\$0	\$1,169	\$0	
50038	Education Pay	\$0	\$2,350	\$0	\$0	
50040	Vacation Pay	\$34,595	\$0	\$3,418	\$0	
50045	Administration Leave Pay	(\$1,578)	\$0	\$0	\$0	
50050	Sick Leave Pay	\$27,254	\$0	\$1,831	\$0	
50110	Medicare Contribution	\$3,125	\$1,750	\$1,262	\$470	
50120	PERS Contribution-Employee	\$568	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$27,797	\$23,410	\$15,107	\$7,511	PERS Employer - Contribution
50210	Group Health Insurance	\$1,672	\$1,152	\$881	\$531	
50230	Group Life Insurance	\$273	\$199	\$213	\$63	
50240	Group LTD Insurance	\$1,060	\$844	\$555	\$226	
50290	Group Flex Benefits	\$12,121	\$10,296	\$3,007	\$4,032	
TOTAL PERSONNEL SERVICES		\$268,699	\$160,825	\$94,580	\$45,248	

OPERATING

52200	Telephone	\$2,220	\$2,300	\$4,650	\$6,480	Cost of telephone service
52470	Maint-Office Equipment	\$372	\$81	\$0	\$0	
53100	Dues and Subscriptions	\$1,652	\$2,794	\$2,744	\$1,200	APWA, CPRS, MSA, MMASC, etc.
53200	Training, Conferences and Meetings	\$2,177	\$1,000	\$500	\$835	SGVCOG PW TAC trainings, Various SGVCOG trainings, MMASC trainings, Miscellaneous trainings, etc.
53300	Postage	\$225	\$200	\$208	\$200	General postage
53450	Motor Pool	\$7,896	\$0	\$0	\$0	
53510	Employment Advertising	\$74	\$0	\$0	\$0	
53590	General Printing and Binding	\$97	\$0	\$0	\$0	
53990	Other	\$383	\$200	\$246	\$200	Contingency
54000	Office Supplies	\$151	\$400	\$400	\$400	General office supplies
54010	Duplicating/Copying Supplies	\$689	\$0	\$0	\$0	
54100	Books	\$129	\$100	\$0	\$0	
58270	PW Admin Sanitary Sewer	(\$171,996)	\$0	\$0	\$0	
58290	PW Admin Yard Center	\$0	\$0	\$0	\$5,382	
58420	Code Enforcement	(\$26,796)	\$0	\$0	\$0	
58500	PW Admin - Water Utility	(\$183,000)	\$0	\$0	\$0	
58565	PW Admin - Environmental	(\$26,796)	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$266,160	\$0	\$0	\$0	
TOTAL OPERATING		(\$126,363)	\$7,075	\$8,748	\$14,697	

TOTAL PUBLIC WORKS ADMINISTRATION	\$142,336	\$167,900	\$103,328	\$59,945	
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Graffiti Removal

A majority of Graffiti removal program expenditures are related to the cost of services provided by a contractor that removes graffiti in the public right-of-way throughout the City within 24 hours. The graffiti is recorded in a database before it is removed, and this database is used by the Covina Police Department to catalog vandalism and identify responsible parties.

This program area also supports the activities of graffiti removal volunteers by providing materials and equipment that these volunteers use on their regular weekly rounds to supplement the work of private contractors.



GRAFFITI REMOVAL	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-2010

OPERATING

51990	Other Professional Fees	\$72,000	\$72,000	\$72,000	\$72,000	The total amount listed is for Urban Graffiti Contract. Contract may be extended for two years via Council action.
53100	Dues and Subscriptions	\$1,229	\$0	\$0	\$0	
53450	Motor Pool	\$5,004				One time charge for setup of new work order system
54990	General Supplies	\$238	\$300	\$0	\$300	Paint supplies as needed for use by volunteer graffiti crew
58900	Indirect Cost Allocation	\$1,680	\$0	\$0	\$0	
TOTAL OPERATING		\$80,151	\$72,300	\$72,000	\$72,300	

TOTAL GRAFFITI REMOVAL	\$80,151	\$72,300	\$72,000	\$72,300
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Engineering Services

The Engineering Services Division provides design, post-design, contract administration and compliance with the City's Capital Improvement projects to include: sanitary sewers, storm drains, domestic water storage, transmission systems and public street improvements. The Engineering Division manages the use of the public right-of-way and the operation of the City's street lighting special district. Permits are issued and conditional requirements imposed on individuals and parties wishing to utilize public right-of-ways for personal or construction purposes to ensure compliance with the City's Municipal Code.



ENGINEERING	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-2100

REVENUE

41300	Engineering Permits	\$75,398	\$55,000	\$90,000	\$90,000	Revenues vary according to development activity
43200	Sale of Maps and Publications	\$6	\$0	\$0	\$0	
43250	Engineer Services-Other	\$8,800	\$10,000	\$14,000	\$14,000	Revenues vary according to development activity
TOTAL REVENUE		\$84,204	\$65,000	\$104,000	\$104,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$87,150	\$34,664	\$44,241	\$10,989	Public Works Director - 5%, Management Analyst - 5%
50015	Regular Part-Time Employees	\$11,374	\$11,535	\$8,186	\$11,559	Includes salary for part-time Engineering Admin Intern
50030	Overtime	\$642	\$0	\$0	\$0	
50040	Vacation Pay	\$1,631	\$10,957	\$0	\$0	
50050	Sick Leave Pay	\$868	\$0	\$0	\$0	
50086	Severance Pay	\$1,534	\$0	\$0	\$0	
50086	Longevity Pay	\$600	\$0	\$0	\$0	
50110	Medicare Contribution	\$1,579	\$620	\$755	\$327	
50120	PERS Contribution-Employee	\$1,651	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$16,689	\$2,885	\$5,017	\$2,547	PERS Employer - Contribution
50210	Group Health Insurance	\$0	\$0	\$0	\$152	
50230	Group Life Insurance	\$199	\$8	\$26	\$18	
50240	Group LTD Insurance	\$557	\$44	\$98	\$77	
50290	Group Flex Benefits	\$8,130	\$0	\$0	\$1,152	
50710	Clothing Allowance	\$60	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$132,664	\$60,712	\$58,323	\$26,821	

OPERATING

51530	Engineering Fees	\$68,390	\$190,182	\$190,182	\$223,440	Contract for City Engineer, Deputy City Engineer, Engineering Technician, Project Engineer, and Inspections for Encroachment Permits
51990	Other Professional Fees	\$2,330	\$7,500	\$6,289	\$5,000	Other professional services
52200	Telephone	\$1,903	\$2,000	\$2,130	\$1,468	Cost of telephone service
52990	Other Property Services	\$425	\$0	\$0	\$0	
53100	Dues and Subscriptions	\$524	\$0	\$0	\$0	
53210	Employee Training	\$35	\$0	\$0	\$0	
53300	Postage	\$454	\$500	\$319	\$500	Postage for RFP's
53450	Motor Pool	\$7,800	\$0	\$0	\$0	
53540	Legal Notices and Publications	\$1,713	\$0	\$0	\$750	Various legal notices, Advertisements for bids for construction projects
53580	Blueprint and Photocopy	\$791	\$0	\$0	\$0	
53990	Other	\$93	\$100	\$0	\$0	
54000	Office Supplies	\$720	\$700	\$700	\$700	Business card printing, Office supplies as needed
54010	Duplicating/Copying Supplies	\$75	\$100	\$100	\$0	
54100	Books	\$870	\$300	\$0	\$0	
54430	Clothing and Equipment	\$729	\$0	\$0	\$0	
54990	General Supplies	\$155	\$100	\$0	\$0	
58200	Public Works Administration	\$0	\$0	\$0	\$1,197	
58900	Indirect Cost Allocation	\$128,880	\$0	\$0	\$0	
TOTAL OPERATING		\$215,887	\$201,482	\$199,720	\$233,055	

TOTAL ENGINEERING	\$348,550	\$262,194	\$258,043	\$259,876	
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Streets

The Street Maintenance Division is responsible for maintaining 34 miles of arterial roadways, 82 miles of residential roadways, 240 miles of curb and gutter, over 9,000 street trees, nearly 4,000 traffic signs (800 of which are classified as critical), and over 1 million square feet of sidewalk. In addition, the Streets Division is also responsible for operation of the City's Zone Maintenance program which handles the cleaning of "orphaned" right-of-way areas, repainting of curb and street markings, cleaning of gutters and drainage channels, weed abatement and general litter control.



STREETS	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-2200

REVENUE

43290	Other Public Works Charges	\$1,265	\$1,000	\$1,727	\$1,500	
48990	Other Revenue	\$0	\$35,000	\$0	\$0	
TOTAL REVENUE		\$1,265	\$36,000	\$1,727	\$1,500	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$352,065	\$215,650	\$217,986	\$236,312	Public Works Director - 5%, Public Works Manager - 10%, Management Analyst - 5%, Sr. Admin Tech - 10%, Street Maintenance Foreman - 55%, Street Crew Leader - 65%, (4) Street Workers - 70% each.
50015	Regular Part-Time Employees	\$0	\$0	\$0	\$3,324	Office Assistant I - 10%, Office Assistant II - 10%
50030	Overtime	\$23,432	\$15,000	\$36,202	\$27,430	Overtime pay per pay period without special events
50040	Vacation Pay	\$3,050	\$1,301	\$1,922	\$0	
50060	Holiday Pay	\$0	\$0	\$283	\$0	
50086	Longevity Pay	\$2,100	\$0	\$2,000	\$0	
50087	Bilingual Pay	\$0	\$780	\$0	\$0	
50110	Medicare Contribution	\$4,755	\$3,348	\$3,124	\$3,475	
50120	PERS Contribution-Employee	\$5,405	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$70,217	\$47,510	\$42,058	\$54,756	PERS Employer - Contribution
50210	Group Health Insurance	\$8,944	\$5,755	\$4,089	\$6,527	
50230	Group Life Insurance	\$1,288	\$792	\$705	\$774	
50240	Group LTD Insurance	\$2,444	\$1,500	\$1,564	\$1,647	
50290	Group Flex Benefits	\$75,938	\$49,430	\$37,067	\$49,536	
TOTAL PERSONNEL SERVICES		\$549,640	\$341,066	\$347,000	\$383,781	

OPERATING

51005	Consulting Fees	\$6,598	\$0	\$0	\$0	
51990	Other Professional Fees	\$370	\$500	\$247	\$500	Bee removals on City property, outside contractor used as needed
52100	Water Utilities	\$4,776	\$4,000	\$3,668	\$3,881	Azusa Light & Water, Golden State Water Meter Charges
52120	Electric Utilities	\$3,832	\$13,200	\$3,732	\$3,856	Southern California Edison electricity costs for street signals
52200	Telephone	\$1,097	\$1,200	\$1,758	\$1,819	Cost of telephone services
52320	Lawn/Landscape Care	\$39,891	\$44,000	\$49,042	\$59,420	DH Maintenance, Landscape Warehouse irrigation supplies
52330	Tree Trimming Services	\$133,833	\$146,000	\$150,000	\$167,068	West Coast Arborists - Year 2 of Grid Trimming Program, Discretionary tree service
52412	Maint-Street Infrastructure	\$123,514	\$126,372	\$107,471	\$135,669	Superior Pavement Marking, Asphalt/Concrete Supplies, Miscellaneous Supplies
52415	Maint-Sidewalks	\$2,454	\$2,600	\$326	\$0	
52690	Rentals-Other Equipment	\$80	\$350	\$693	\$0	
53100	Dues and Subscriptions	\$4,915	\$0	\$0	\$1,251	Facility Dude Work Order System
53200	Trainings/Conference/Meeting/Travel	\$91	\$0	\$0	\$0	
53210	Employee Training	\$70	\$1,500	\$1,500	\$1,500	Schedule work zone safety training for field staff
53450	Motor Pool	\$186,204	\$0	\$0	\$0	
53540	Legal Notices and Publications	\$0	\$0	\$72	\$0	
53610	Permits	\$0	\$3,000	\$0	\$3,000	Industrial NPDES Permit required by State for Yard operations
53990	Other	\$423	\$700	\$746	\$1,788	Sand bag supplies, Industrial/safety supplies, Lock supplies, General supplies, Vehicle supplies
54430	Clothing and Equipment	\$5,108	\$5,000	\$3,455	\$4,819	Employee uniform contract, City hats
54620	Motor Fuels	\$295	\$300	\$377	\$377	CNG Fuel
54660	Chemical Supplies	\$1,401	\$2,000	\$2,000	\$2,000	Crop Production Services
54680	Equipment Parts	\$0	\$800	\$0	\$0	
54735	Landscaping Supplies	\$79	\$500	\$480	\$0	
54750	Metal Supplies	\$40	\$100	\$0	\$0	
54755	Pipe and Fitting Supplies	\$248	\$400	\$307	\$0	
54760	Lumber and Paint Supplies	\$4,443	\$3,000	\$2,208	\$3,077	Sign supplies, Wooden forms
54770	Sign Repair Materials	\$12,922	\$9,400	\$8,019	\$8,025	Signs (Myers & Son), Statewide Traffic Safety, Zumar Industries

STREETS	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

OPERATING

54850	Small Tool and Minor Equipment	\$3,416	\$4,000	\$2,479	\$2,050	Safety tools and Small tools
54990	General Supplies	\$520	\$900	\$600	\$0	
58093	Streets - Civic Center	(\$27,204)	\$0	\$0	\$0	
58200	Public Works Administration	\$0	\$0	\$0	\$7,779	
58221	Streets - State Gas	(\$780,804)	\$0	\$0	\$0	
58226	Streets - Landscape	(\$9,804)	\$0	\$0	\$0	
58280	Streets - Public Parking	(\$7,800)	\$0	\$0	\$0	
58286	Streets - Shoppers Lane	(\$6,204)	\$0	\$0	\$0	
58290	Streets - Yard Center	\$0	\$0	\$0	\$21,530	
58437	Streets - Measure R	(\$134,186)	\$0	\$0	\$0	
58500	Streets - Water Utility	(\$128,196)	\$0	\$0	\$0	
58565	Streets - Environmental Services	(\$2,004)	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$93,600	\$0	\$0	\$0	
TOTAL OPERATING		(\$465,981)	\$369,822	\$339,180	\$429,409	

TOTAL STREETS	\$83,659	\$710,888	\$686,180	\$813,190	
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Street Lighting

The Street Lighting program supports the expenses involved in operating and maintaining the City's street lights. A majority of program costs are dedicated to the payment of energy costs.



STREET LIGHTING	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-2300

OPERATING

52120	Electric Utilities	\$265,320	\$230,000	\$261,709	\$287,880	Edison, Inc Electricity costs
58221	Street Lighting - Other	\$0	\$0	\$0	\$0	
53990	Street Lighting - State Gas	(\$267,300)	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$12,240	\$0	\$0	\$0	
TOTAL OPERATING		\$10,260	\$230,000	\$261,709	\$287,880	

TOTAL STREET LIGHTING	\$10,260	\$230,000	\$261,709	\$287,880
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Traffic Control

The Traffic Control program involves funding expenditures related to operating and maintaining the City's system of traffic lights. A majority of program costs are dedicated to energy costs and contract costs for a private company that performs maintenance on the forty-two City owned traffic signals.



TRAFFIC CONTROL	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-2350

OPERATING

52120	Electric Utilities	\$37,242	\$34,800	\$35,504	\$39,048	Edison, Inc electricity costs
52418	Maint-Traffic Signal System	\$152,049	\$194,000	\$177,043	\$198,513	Various contracts for maintenance of City streetlights
58221	Traffic Control - State Gas	(\$99,996)	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$9,480	\$0	\$0	\$0	
TOTAL OPERATING		\$98,775	\$228,800	\$212,547	\$237,561	

TOTAL TRAFFIC CONTROL	\$98,775	\$228,800	\$212,547	\$237,561
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Public Works Yard

The Public Works Yard program includes operation of all maintenance and improvement activities for the City Yard facilities. Examples of expenditures include the janitorial and air conditioning contracts at the City Yard; as well as in-house labor and materials costs for repairs not covered by existing private contractors.

The Public Works Yard houses the operations for all Public Works field operations, including Central Equipment, Water Utility, Sanitary Sewer, Street Maintenance, Park Maintenance, Building Maintenance, and Public Works General Administration functions. The Public Works Yard also stores emergency equipment, supplies, and Police Department equipment.

The Public Works Yard is a facility that provides support to the public, local school districts, and other government agencies through sales of Compressed Natural Gas (CNG) for vehicles. The Public Works Yard also provides diesel and unleaded fuel for City vehicles, local school district vehicles, and Los Angeles County Fire Department vehicles.



YARD CENTER	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-2900

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$52,794	\$54,400	\$53,737	\$54,639	Building Maintenance Worker - 100%
50015	Regular Part-Time Employees	\$34,541	\$41,400	\$39,396	\$43,536	(2) General Maintenance Workers - 100% each.
50030	Overtime	\$828	\$0	\$216	\$0	
50086	Longevity Pay	\$0	\$0	\$1,000	\$0	
50110	Medicare Contribution	\$1,207	\$1,390	\$1,192	\$1,424	
50120	PERS Contribution-Employee	\$1,054	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$10,720	\$12,240	\$12,116	\$12,660	PERS Employer - Contribution
50210	Group Health Insurance	\$1,508	\$1,475	\$1,516	\$1,518	
50230	Group Life Insurance	\$182	\$180	\$178	\$180	
50240	Group LTD Insurance	\$361	\$380	\$374	\$381	
50290	Group Flex Benefits	\$11,520	\$11,500	\$11,368	\$11,520	
TOTAL PERSONNEL SERVICES		\$114,715	\$122,965	\$121,093	\$125,858	

OPERATING

52120	Electric Utilities	\$55,122	\$50,000	\$57,611	\$63,360	Edison, Inc Electricity costs
52130	Gas Utilities	\$435	\$400	\$692	\$696	The Gas Company rollover of 2015-16 cost
52200	Telephone	\$846	\$800	\$1,142	\$1,609	Cost of telephone service
52300	Janitorial	\$7,194	\$8,000	\$7,324	\$8,422	Current contract with janitorial company, will re-bid
52400	Maint-Buildings	\$5,367	\$3,000	\$2,793	\$2,817	Various maintenance and supplies pertaining to: HVAC, plumbing, mechanical, and yard building enhancements, etc.
52490	Maint-Other Equipment	\$1,302	\$1,500	\$800	\$0	
53100	Dues and Subscriptions	\$1,229	\$0	\$0	\$0	
53450	Motor Pool	\$13,512	\$0	\$0	\$0	
53990	Other	\$2	\$0	\$0	\$0	
54430	Clothing and Equipment	\$847	\$1,600	\$1,351	\$1,739	Employee uniform contract, City hats
54610	Janitorial Supplies	\$0	\$200	\$190	\$190	Cleaning supplies from Home Depot and Lowe's
54710	Building Repair Supplies	\$1,114	\$400	\$166	\$1,469	Various supplies including: Paint, lighting supplies, auto miscellaneous supplis, general supplies from Home Depot and Lowe's
54735	Landscaping Supplies	\$218	\$0	\$0	\$0	
54850	Small Tool and Minor Equipment	\$205	\$200	\$0	\$0	
54990	General Supplies	\$1,089	\$750	\$590	\$0	
58093	Yard Center - Civic Center	(\$55,500)	\$0	\$0	\$0	
58100	Yard Center - Police Administration	(\$2,196)	\$0	\$0	\$0	
58200	Public Works Administration	\$0	\$0	\$0	\$3,590	
58270	Yard Center - Sanitary Sewer	(\$11,004)	\$0	\$0	\$0	
58280	Yard Center - Public Parking	(\$30,000)	\$0	\$0	\$0	
58500	Yard Center - Water Utility	(\$57,300)	\$0	\$0	\$0	
58600	Yard Center - Central Equipment	(\$18,696)	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$32,040	\$0	\$0	\$0	
TOTAL OPERATING		(\$54,175)	\$66,850	\$72,659	\$83,892	

TOTAL YARD CENTER	\$60,540	\$189,815	\$193,752	\$209,750	
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Park Maintenance

The Park Facilities division maintains nine parks (55 acres), two ball fields, City Hall grounds, and Library landscaping. Park development in the City has evolved over the past 94 years. Covina Park, established in 1921, is the oldest and most heavily used park.

The department strives to maintain quality green space and pays special attention to the needs of a healthy “urban forest.” Covina’s Park System has 1,236 trees that are maintained by contracted services and Park division staff. Since 2006, the urban forest has increased by 149 trees, partly due to a grant received from the Air Quality Management District.

The maintenance of City parks is handled through a combination of contracted services and in-house staff. Contracted services include landscape maintenance (mowing, edging, and trash removal), tree trimming and removal, and pest control. A key function of the division is to provide assistance and support to the many recreational programs offered by the department. The Park staff prepare fields, clean and maintains event and activity areas, assist with equipment transport and setup, repair equipment and address facility issues.

The division staff also handles the following on a routine basis:

- Downtown and Shoppers Lane maintenance (trash and debris removal)
- Building maintenance for all department facilities (Parks & Recreation office, Joslyn Center, Aquatics Center, Teen Center, Recreation Hall, outdoor restrooms, and Cougar Park Community Center)
- Playground inspections, maintenance, and repairs
- Irrigation system inspections and repairs
- Electrical repairs
- Graffiti abatement
- Trail maintenance
- Litter removal
- Plumbing repairs
- Daily restroom cleaning for 7 locations
- Turf fertilization, aeration, and vertical mowing



PARK MAINTENANCE	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-2550

PERSONNEL SERVICES

						Public Works Director - 5%, Public Works Manager - 10%, Management Analyst - 5%, Sr. Admin Tech - 10%, Park Maintenance Supervisor - 100%, Park Maintenance Foreman - 100%, Park Worker - 100%.
50010	Regular Full-Time Employees	\$0	\$0	\$0	\$237,163	
50015	Regular Part-Time Employees	\$0	\$0	\$0	\$52,963	Office Assistant I - 10%, Office Assistant II - 10%, (3) Park Maintenance Assistants 100% each.
50030	Overtime	\$0	\$0	\$0	\$2,890	
50086	Longevity Pay	\$0	\$0	\$0	\$1,500	
50110	Medicare Contribution	\$0	\$0	\$0	\$4,207	
50130	PERS Contribution-Employer	\$0	\$0	\$0	\$54,953	
50210	Group Health Insurance	\$0	\$0	\$0	\$5,009	
50230	Group Life Insurance	\$0	\$0	\$0	\$594	
50240	Group LTD Insurance	\$0	\$0	\$0	\$1,653	
50290	Group Flex Benefits	\$0	\$0	\$0	\$38,016	
50715	Boot Allowance	\$0	\$0	\$0	\$750	
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$399,699	

PARK MAINTENANCE		2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
		ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	
OPERATING						
52100	Water Utilities	\$0	\$0	\$0	\$245,500	Azusa Light & Power and City of Covina Water costs
52120	Electric Utilities	\$0	\$0	\$0	\$55,228	Edison, Inc electricity costs
52130	Gas Utilities	\$0	\$0	\$0	\$2,300	The Gas Company natural gas usage
52200	Telephone	\$0	\$0	\$0	\$2,586	Cost of telephone service
52300	Janitorial	\$0	\$0	\$0	\$25,000	Social Vocational Services cleaning contract for park restrooms
52320	Lawn/Landscape Care	\$0	\$0	\$0	\$71,000	TruGreen Park landscape maintenance contract
52330	Tree Trimming Services	\$0	\$0	\$0	\$12,000	West Coast Arborists, Tree service contract
52400	Maint - Buildings	\$0	\$0	\$0	\$5,000	Building repairs as needed
52405	Maint - Structures	\$0	\$0	\$0	\$3,000	Bailfield light repairs as needed
52440	Maint - Machinery and Equipment	\$0	\$0	\$0	\$300	S&K power equipment, miscellaneous equipment parts
52490	Maint - Other Equipment	\$0	\$0	\$0	\$350	Annual fire extinguisher service
52620	Rentals - Machinery and Equipment	\$0	\$0	\$0	\$1,000	Miscellaneous equipment rentals
53100	Dues and Subscriptions	\$0	\$0	\$0	\$1,251	Facility Dude share of work order management system
53200	Training, Conferences and Meetings	\$0	\$0	\$0	\$1,000	Park maintenance training, safety training for employees
53590	General Printing and Binding	\$0	\$0	\$0	\$100	Printing of departmental forms
53990	Other	\$0	\$0	\$0	\$4,000	Pest and rodent control, Cougar Park health permit
54000	Office Supplies	\$0	\$0	\$0	\$200	Office supplies as needed
54210	Photography Supplies	\$0	\$0	\$0	\$200	Batteries and picture storage disks
54430	Clothing and Equipment	\$0	\$0	\$0	\$2,500	Employee uniforms, city hats, employee hats
54520	Playground Supplies	\$0	\$0	\$0	\$5,000	Various playground supplies as needed
54610	Cleaning Supplies	\$0	\$0	\$0	\$9,000	Various cleaning supplies as needed
54630	Lubricants and Additives	\$0	\$0	\$0	\$100	Oil for equipment
54680	Equipment Parts	\$0	\$0	\$0	\$300	Equipment repair parts
54710	Building Repair Supplies	\$0	\$0	\$0	\$1,500	Various building repair supplies as needed
54730	Ground Materials	\$0	\$0	\$0	\$8,000	Playground fiber
54735	Landscaping Supplies	\$0	\$0	\$0	\$800	Various plant materials
54740	Cement and Concrete Supplies	\$0	\$0	\$0	\$250	Concrete repair supplies
54755	Pipe and Fitting Supplies	\$0	\$0	\$0	\$3,000	Sprinkler parts and supplies
54760	Lumber and Paint Supplies	\$0	\$0	\$0	\$2,500	Wood and paint for repairs and maintenance
54770	Sign Repair Materials	\$0	\$0	\$0	\$350	Park signage as needed
54780	Park Repair Supplies	\$0	\$0	\$0	\$5,000	Miscellaneous repair supplies
54850	Small Tool and Minor Equipment	\$0	\$0	\$0	\$2,000	Park supplies, Keys and locks, Trash drums
54990	General Supplies	\$0	\$0	\$0	\$600	Various nuts and bolts as needed
58200	Public Works Administration	\$0	\$0	\$0	\$8,976	
TOTAL OPERATING		\$0	\$0	\$0	\$479,891	
TOTAL PARK MAINTENANCE 1010-2550		\$0	\$0	\$0	\$879,590	

PARK MAINTENANCE	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Park Maintenance - Land District 1010-PM02

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$0	\$0	\$0	\$36,117	Park Worker - 80%
50110	Medicare Contribution	\$0	\$0	\$0	\$524	
50130	PERS Contribution-Employer	\$0	\$0	\$0	\$8,369	
50210	Group Health Insurance	\$0	\$0	\$0	\$1,214	
50230	Group Life Insurance	\$0	\$0	\$0	\$144	
50240	Group LTD Insurance	\$0	\$0	\$0	\$252	
50290	Group Flex Benefits	\$0	\$0	\$0	\$9,216	
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$55,836	

OPERATING

52120	Electric Utilities	\$0	\$0	\$0	\$308	Edison, Inc electricity costs
52320	Lawn/Landscape Care	\$0	\$0	\$0	\$40,000	TruGreen Park landscape maintenance contract
52330	Tree Trimming Services	\$0	\$0	\$0	\$4,000	West Coast Arborists, Tree service contract
53990	Other	\$0	\$0	\$0	\$1,200	Gopher control contract
54430	Clothing and Equipment	\$0	\$0	\$0	\$337	Employee uniform contract
54520	Playground Supplies	\$0	\$0	\$0	\$150	Various chains and seats for playground equipment
54730	Ground Materials	\$0	\$0	\$0	\$1,000	Grounds materials
54755	Pipe and Fitting Supplies	\$0	\$0	\$0	\$300	Sprinkler parts and supplies
54780	Lumber and Paint Supplies	\$0	\$0	\$0	\$100	Wood and paint for repairs and maintenance
TOTAL OPERATING		\$0	\$0	\$0	\$47,395	

TOTAL PARK MAINTENANCE - LAND DISTRICT	\$0	\$0	\$0	\$103,231
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Park Maintenance - City Hall

OPERATING

52320	Lawn/Landscape Care	\$0	\$0	\$0	\$1,800	TruGreen Park landscape maintenance contract
52330	Tree Trimming Services	\$0	\$0	\$0	\$1,500	West Coast Arborists, Tree service contract
54735	Landscaping Supplies	\$0	\$0	\$0	\$300	Various plant materials
54755	Pipe and Fitting Supplies	\$0	\$0	\$0	\$300	Sprinkler parts and supplies
TOTAL OPERATING		\$0	\$0	\$0	\$3,900	

TOTAL PARK MAINTENANCE - CITY HALL	\$0	\$0	\$0	\$3,900
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PARK MAINTENANCE	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Park Maintenance - Kahler Russell Park

REVENUE

43320	Park Facilities Service Fees	\$0	\$0	\$0	\$10,000	
TOTAL REVENUE		\$0	\$0	\$0	\$10,000	

OPERATING

52120	Electric Utilities	\$0	\$0	\$0	\$17,000	Edison, Inc electricity costs
52320	Lawn/Landscape Care	\$0	\$0	\$0	\$6,390	TruGreen Park landscape maintenance contract
52330	Tree Trimming Services	\$0	\$0	\$0	\$1,500	West Coast Arborists, Tree service contract
53990	Other	\$0	\$0	\$0	\$1,200	Gopher control contract
54520	Playground Supplies	\$0	\$0	\$0	\$800	Various chains and seats for playground equipment
54730	Ground Materials	\$0	\$0	\$0	\$2,000	Decomposed granite, playground chips and mulch
54755	Pipe and Fitting Supplies	\$0	\$0	\$0	\$700	Sprinkler parts and supplies
54760	Lumber and Paint Supplies	\$0	\$0	\$0	\$200	Wood and paint for repairs and maintenance
54780	Park Repair Supplies	\$0	\$0	\$0	\$400	Miscellaneous repair supplies
54990	General Supplies	\$0	\$0	\$0	\$100	Various lights and supplies as needed
TOTAL OPERATING		\$0	\$0	\$0	\$30,290	

TOTAL PARK MAINTENANCE - KAHLER RUSSELL PARK	\$0	\$0	\$0	\$30,290
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Park Maintenance - Ballfield

REVENUE

43320	Park Facilities Service Fees	\$0	\$0	\$0	\$10,000	
TOTAL REVENUE		\$0	\$0	\$0	\$10,000	

OPERATING

52100	Water Utilities	\$0	\$0	\$0	\$900	Azusa Light & Power and City of Covina Water costs
52120	Electric Utilities	\$0	\$0	\$0	\$4,000	Edison, Inc electricity costs
52200	Telephone	\$0	\$0	\$0	\$1,380	Cost of telephone service
52400	Maint - Buildings	\$0	\$0	\$0	\$3,000	Building repairs as needed
54610	Cleaning Supplies	\$0	\$0	\$0	\$1,100	Various cleaning supplies as needed
54730	Ground Materials	\$0	\$0	\$0	\$3,200	Playground fiber
54780	Park Repair Supplies	\$0	\$0	\$0	\$100	Miscellaneous repair supplies
TOTAL OPERATING		\$0	\$0	\$0	\$13,680	

TOTAL PARK MAINTENANCE - BALLFIELD	\$0	\$0	\$0	\$13,680
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TOTAL PARK MAINTENANCE (ALL FUNDS)	\$0	\$0	\$0	\$1,030,690.30
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Civic Center

Civic Center program operations include all maintenance and improvement activities for City Hall facilities. Examples of Civic Center expenditures include the janitorial, air conditioning, and elevator maintenance contracts at City Hall; as well as in-house labor and materials costs for repairs not covered by existing private contractors. Building maintenance employees provide additional support above contracted services by building and repairing furniture, moving bulky items, changing light bulbs, clearing roof gutters, and other miscellaneous activities necessary for the proper maintenance of City facilities that are not covered by contracted services.



CIVIC CENTER	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-0930

OPERATING

52120	Electric	\$46,516	\$43,000	\$43,957	\$48,348	
52220	Telephone	\$994	\$700	\$1,375	\$1,980	Telephone system lease payments completed in 2014
52300	Janitorial	\$19,443	\$25,000	\$19,368	\$22,272	Reflects an anticipated increase in janitorial services, as the contract is scheduled for a rebid
52400	Maintenance-Buildings	\$13,991	\$16,000	\$14,455	\$9,690	
52490	Maintenance-Other Equip	\$12,906	\$11,730	\$13,000	\$11,268	
53100	Dues and Subscriptions	\$1,229	\$0	\$0	\$0	One time charge for setup of new work order system
53450	Motor Pool	\$6,396	\$0	\$0	\$0	
53990	Other	\$525	\$500	\$250	\$200	
54710	Building Repair Supplies	\$713	\$2,000	\$2,000	\$4,255	
54850	Small Tools/Minor Equipment	\$171	\$300	\$300	\$125	
54990	General Supplies	\$2,622	\$4,170	\$4,000	\$839	
58220	Civic Center - Streets	\$27,204	\$0	\$0	\$0	
58290	Civic Center - Yard Center	\$55,500	\$0	\$0	\$0	
58340	Citive Center - Park Facilities	\$5,628	\$0	\$0	\$0	
58900	Indirect Cost Allocation	(\$168,720)	\$0	\$0	\$0	
TOTAL OPERATING		\$25,118	\$103,400	\$98,705	\$98,977	

TOTAL CIVIC CENTER	\$25,118	\$103,400	\$98,705	\$98,977
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Parks & Recreation

Department Overview

“Parks Make Life Better!®” is a simple statement, yet it conveys a very powerful message. Parks and Parks & Recreation programs make lives and communities better **Now** and in the **Future** by providing:

- Access to the serenity and inspiration of nature
- Outdoor space to play and exercise
- Facilities for self-directed and organized recreation
- Positive alternatives for youth which help lower crime and mischief
- Activities that facilitate
 - Social Connections
 - Human Development
 - Therapy
 - The Arts
 - Lifelong Learning

The City of Covina Park & Recreation Department remains fully committed to providing services and programs that are essential to the quality of life in Covina.

Programs and Services

The Parks & Recreation Department offers programs and services for everyone in the community. Babies can have fun and learn in a Wiggles and Giggles class; youth can develop their athletic skills in a variety of sports programs; teens can learn valuable job skills as Leaders-in-Training; adults can travel to local areas of cultural interest; and seniors have the opportunity to learn, travel, socialize, and much more!



Parks & Recreation Department

FY 2016/17 Adopted Budget

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
Park Administration	\$678,314	\$498,100	\$521,483	\$507,486
Community Relations	\$174,394	\$142,120	\$150,263	\$84,330
Recreation Services	\$735,385	\$593,960	\$551,896	\$584,979
Senior Services	\$322,274	\$253,000	\$184,269	\$276,125
Community Parade	\$102,219	\$92,800	\$93,139	\$106,550
Community - Special Events	\$0	\$0	\$0	\$20,000
Community Programs	\$0	\$0	\$0	\$6,770
Aquatics	\$392,602	\$328,930	\$203,266	\$303,388
Total Expenditures	\$2,405,189	\$1,908,910	\$1,704,316	\$1,889,628

Budget Overview and Significant Changes

The Parks & Recreation Department continues to “hold the line” with budget expenditures. The major changes to the department budget include, 1) the transfer of the park maintenance function to the Public Works Department, 2) the elimination of the full-time Recreation Services Supervisor position, 3) the contracting out of the Aquatics program, and 4) an increase in the Senior Services division due to the relocation to Valleydale and the need to use additional satellite facilities to accommodate the programs.



Parks & Recreation Department

FY 2016/17 Adopted Budget

Department Position Allocation

Classification	FY 2014-15 Budgeted Positions	FY 2015-16 Budgeted Positions	FY 2016-17 Adopted Positions
Full-Time Positions			
Parks & Recreation Director	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00
Community Relations Supervisor	1.00	1.00	1.00
Community Services Supervisor	1.00	1.00	1.00
Recreation Services Supervisor	1.00	1.00	-
Recreation Coordinator	3.00	3.00	3.00
Administrative Technician	1.00	1.00	1.00
Office Assistant II	1.48	1.48	1.48
Total Full-Time Positions	10.48	10.48	9.48
FTE Part-Time Positions			
Pool Manager	0.32	0.32	-
Community Resources Specialist	2.83	2.46	2.53
Park Maintenance Assistant	1.44	1.46	0.48
Assistant Pool Manager	0.18	0.18	-
Lifeguard/Instructor	4.42	4.84	-
Community Resources Assistant II	4.50	4.39	4.18
Lifeguard	0.78	0.76	-
Community Resources Assistant I	0.41	0.23	1.25
Community Resources Aide	0.07	0.15	-
Total FTE Part-Time Positions	14.95	14.79	8.44
Total Full-Time Equivalent Positions	25.43	25.27	17.92



Parks & Recreation Department

FY 2016/17 Adopted Budget

Administration

The Administration division provides leadership, guidance, short- and long-range planning, and policy direction for the department. The parks and recreation profession is challenged to deliver quality services to the community in the most cost-effective way possible.

The Administration division is responsible for the following functions:

- Customer Service – registration processing, telephone coverage, and information dissemination to over 37,000 customers per year.
- Clerical Support – typing, proof reading, office supply ordering, and forms maintenance.
- Personnel Functions – recruitment coordination (15-20 part-time employees are hired annually), interviewing and testing, personnel paperwork processing, staff rosters, and department policy handbooks.
- Financial Functions – coordination of department budget submittal, budget controls, accounts payable, accounts receivable, cash reports, payroll processing and part-time hours tracking, petty cash, and refunds.

The division also coordinates docents and school tour program for “The Vintage Years, Covina Before 1950” photographic exhibit at City Hall, and supervises the Leisure Lifestyle Classes program and Cultural Excursion program.



PARKS & RECREATION		2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
		ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3000

REVENUE

43040	Publication Charges	\$8,100	\$0	\$650	\$500	City View ads moving to Public Information function
43328	Community Involvement	\$8	\$2,500	\$2,500	\$0	
48990	Other Revenue	\$65	\$360	\$0	\$0	
TOTAL REVENUE		\$8,173	\$2,860	\$3,160	\$500	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$328,307	\$332,070	\$332,070	\$334,650	Director of Parks & Recreation - 100%, Parks & Recreation Manager - 100%, Admin Tech - 100%, Recreation Coordinator - 50%
50015	Regular Part-Time Employees	\$13,792	\$18,640	\$18,640	\$19,660	Office Assistant II - 100%
50030	Overtime	\$0	\$0	\$252	\$0	
50040	Vacation Pay	\$15,477	\$0	\$22,254	\$0	
50050	Sick Leave Pay	\$0	\$0	\$1,970	\$0	
50086	Longevity Pay	\$3,750	\$0	\$0	\$3,000	
50110	Medicare Contribution	\$2,877	\$2,890	\$3,050	\$3,010	
50120	PERS Contribution - Employee	\$3,583	\$0	\$0	\$0	
50130	PERS Contribution - Employer	\$61,911	\$66,900	\$66,900	\$68,130	
50210	Group Health Insurance	\$5,283	\$5,210	\$5,210	\$5,300	
50230	Group Life Insurance	\$639	\$630	\$630	\$840	
50240	Group LTD Insurance	\$2,240	\$2,310	\$2,310	\$3,340	
50290	Group Flex Benefits	\$40,560	\$40,320	\$40,320	\$40,320	
TOTAL PERSONNEL SERVICES		\$478,417	\$468,970	\$493,806	\$478,250	

OPERATING

52200	Telephone	\$4,800	\$5,280	\$6,040	\$6,840	Cost of telephone service
52310	Security Services	\$300	\$300	\$300	\$300	Alarm system monitoring
52400	Maint - Buildings	\$0	\$500	\$500	\$500	Miscellaneous building repairs
52450	Maint - Motor Vehicles	\$72	\$120	\$50	\$126	Washing of City van
52470	Maint-Office Equipment	\$1,368	\$1,370	\$1,482	\$1,860	Copier maintenance agreement
53100	Dues and Subscriptions	\$505	\$510	\$505	\$510	CPRS membership for Director and Manager, NRPA membership for Director
53200	Training, Conferences and Meetings	\$150	\$1,250	\$1,160	\$1,740	CPRS Conference, Chamber of Commerce Functions, Liebert Cassidy Whitmore trainings
53300	Postage	\$14,555	\$3,000	\$2,800	\$3,000	Postage for department mailings
53400	Mileage Reimbursement	\$31	\$50	\$110	\$120	Reimbursement for travel
53450	Motor Pool	\$5,748	\$0	\$0	\$0	
53500	Promotion Advertising	\$29,067	\$0	\$0	\$0	Printing of City View has moved to Public Information function
53590	General Printing and Binding	\$256	\$2,150	\$1,700	\$690	Forms, handbooks, business cards
53800	Bank Service Charges	\$8,098	\$9,500	\$9,000	\$9,000	Credit card processing fees
53990	Other	\$406	\$380	\$580	\$800	Bottled water service and Shredding service for document destruction
54000	Office Supplies	\$1,726	\$2,200	\$1,500	\$1,600	Office supplies
54010	Duplicating/Copying Supplies	\$700	\$1,120	\$900	\$1,000	Paper for printers and copy machine
54300	Instructional and Training Supplies	\$36	\$250	\$250	\$250	Supplies for annual department in-service training
54410	Food Supplies and Meals	\$344	\$550	\$400	\$300	Refreshments for annual department in-service training
54610	Cleaning Supplies	\$511	\$600	\$600	\$600	Toilet paper, paper towels, and cleaning supplies for Hollenbeck office
54990	General Supplies	\$65	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$131,160	\$0	\$0	\$0	
TOTAL OPERATING		\$199,897	\$29,130	\$27,877	\$29,236	

TOTAL PARKS & REC ADMINISTRATION	\$678,314	\$498,100	\$521,483	\$507,486	
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Parks & Recreation Department

FY 2016/17 Adopted Budget

Community Relations

The Community Relations division provides support services to the other divisions within the department. These include design and development of promotional materials, website updates, posting information on park marquees, overseeing the street and park banner programs, documenting the history of the department through photographs and video, and press releases. Community Relations also maintains the event equipment inventory.

An important responsibility of the division is to raise money through sponsorships and donations (both monetary and in-kind) to support various programs within the department. Division staff has developed positive working relationships with service clubs and local businesses, which have been instrumental in helping staff attain sponsorship goals. Relationships developed through participation in Chamber of Commerce functions continues to provide new avenues for partnership opportunities.

The Community Relations staff coordinate or assist in the facilitation of several special events, including Summer Evening Entertainment Series (25,000 attendance), Thunderfest Car Show and Music Festival (15,000 attendance), Dia de Los Muertos event (5,000 attendance), Covina Concert Band – 4th of July Pancake Breakfast and Patriotic Concert (500 attendance), and the Chalk Art Festival (750 attendance).

Community Relations staff also serve as the liaison to the Covina Concert Band and the Covina Farmers Market.



PARKS & RECREATION	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 1010-3100

REVENUE

43328 Community Involvement	\$2,513	\$3,500	\$2,800	\$3,500	
TOTAL REVENUE	\$2,513	\$3,500	\$2,800	\$3,500	

PERSONNEL SERVICES

50010 Regular Full-Time Employees	\$81,537	\$83,580	\$83,580	\$41,790	Community Relations Supervisor - 100%
50015 Regular Part-Time Employees	\$16,038	\$17,110	\$17,110	\$17,310	Community Resources Specialist - 100%, Community Resources Assistant II (Promotion) - 100%, Community Resources Assistant II (Marquee) - 100%
50040 Vacation Pay	\$3,706	\$0	\$7,031	\$0	
50050 Sick Leave Pay	\$3,121	\$0	\$1,557	\$0	
50086 Longevity Pay	\$0	\$0	\$1,500	\$0	
50110 Medicare Contribution	\$1,406	\$1,470	\$1,470	\$860	
50120 PERS Contribution-Employee	\$1,615	\$0	\$0	\$0	
50130 PERS Contribution-Employer	\$16,323	\$18,350	\$18,350	\$9,180	PERS rate of 21.953%
50210 Group Health Insurance	\$1,521	\$1,490	\$1,490	\$760	
50230 Group Life Insurance	\$183	\$180	\$180	\$120	
50240 Group LTD Insurance	\$558	\$590	\$590	\$420	
50290 Group Flex Benefits	\$11,580	\$11,520	\$11,520	\$5,760	
TOTAL PERSONNEL SERVICES	\$137,587	\$134,290	\$144,378	\$76,200	

OPERATING

52990 Other Property Services	\$1,420	\$1,980	\$1,500	\$1,980	Banner Hanging
53100 Dues and Subscriptions	\$315	\$320	\$315	\$320	CPRS membership for Supervisor, Covina Chamber of Commerce membership
53200 Training, Conferences and Meetings	\$319	\$850	\$450	\$1,050	CPRS Trainings/Conference, Chamber of Commerce mixers and meetings
53400 Mileage Reimbursement	\$0	\$50	\$0	\$50	Reimbursement for travel
54000 Office Supplies	\$14	\$200	\$200	\$300	Office supplies
54140 Award Supplies	\$618	\$520	\$520	\$520	Plaques for sponsors
54150 Promotion Supplies	\$474	\$3,590	\$2,800	\$3,590	Poster and foam board, banner paper, clip art, street banners, Heritage Plaza banners, promotional items
54210 Photography Supplies	\$166	\$320	\$100	\$320	Batteries, flash drives/CDs for picture storage
58900 Indirect Cost Allocation	\$33,480	\$0	\$0	\$0	
TOTAL OPERATING	\$36,807	\$7,830	\$6,885	\$8,130	

TOTAL COMMUNITY RELATIONS	\$174,394	\$142,120	\$150,263	\$84,330	
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Parks & Recreation Department

FY 2016/17 Adopted Budget

Recreation Services

A variety of programs are offered to the community through the Recreation Services division. The division strives to provide the highest quality programs at reasonable fees so that all members of the community have an opportunity to participate.

Youth Sports

Youth Sports programs within the Parks & Recreation Department have a long-standing tradition of not being traditional. The concepts of basic skill development and positive encouragement rule the playing fields, creating a nurturing environment for youth that are exploring sports for the first time, or just simply playing for the fun of it! Staff/coaches emphasize each child's individual skill development by raising self-esteem and developing a joy for the sport. Over the past year, 980 registrations have been taken for Youth Sports programs. Sports are offered for 3-13 year olds, and include Soccer, Flag Football, T-ball, Softball, and Basketball.

Teen Programs

Two very successful teen programs include Leaders-in-Training (L.I.T.) and Covina's T.E.A.M. The L.I.T. program, which is partially funded by a grant from the Webb Foundation, has been providing teens a positive way to spend their summers for more than 20 years. Participants assist in many City departments where they gain valuable experience to help them reach their goals. An important facet of the L.I.T. program is the Junior Lifeguard program where teens are trained and certified through American Red Cross. The Junior Lifeguards are a great asset to the Aquatics programs. Many of the department's current employees were once Leaders-in-Training. The 2016 program has placed 57 teens in assignments.

Started in 2011, Covina's T.E.A.M. (Teens Endeavor to Accomplish More) is a group of motivated teens that simply want to give back and help out. There are approximately 35 active members, and they assist in all areas of the community. Covina's T.E.A.M. has a standing engagement assisting seniors with technology during monthly "Tech Talks." The group is also very passionate about assisting Covina's less fortunate. Each year Covina's T.E.A.M. does a variety of activities that benefit local charities. This group of teens has become the #1 requested group of volunteers in the City!

Day Camp

Camp Covina has been operating since 2009. The Summer Day Camp program accommodates 60 children each week for 10 weeks. A Spring Day Camp program was added in 2013 and has grown each year. Participants are provided with a safe and engaging recreational experience



Parks & Recreation Department

FY 2016/17 Adopted Budget

while away from school. Each day is packed full of adventure, physical activity, arts, and science. The majority of campers return each summer/spring because they enjoy the enthusiastic staff and friendships they have developed. Weekly swimming, field trips, and special events are all part of the FUN! Camp Covina has been enjoying its new home at Cougar Park since the summer of 2015!

Summer Evening Entertainment Series

This six-week program is almost entirely funded by sponsorship dollars. The program features live bands, children's movies, and the Covina Concert Band. There are several special events attached to the Summer Evening Entertainment Series, which include the Summer's End Concert, 4th of July Pancake Breakfast and Patriotic Concert, Taste of Covina (partnership with the Chamber of Commerce), and the Family Camp Out.

Leisure Lifestyle Classes

One of the largest fee-based programs offered by the department is the Leisure Lifestyle Classes program. Approximately 50 contracted instructors offer over 100 different classes each quarter. Class registrations exceed 6,000 participants annually. Classes are offered for all ages, from babies to adults, and include the areas of education, arts and crafts, dance, music, fitness, sports, and many special interests. The program generates more than \$225,000 in gross revenues each year.

Cultural Excursions

The Cultural Excursion program gives participants an opportunity to explore, discover, learn and experience people, places, and events. Fully escorted trips on deluxe motor coaches are offered monthly to destinations of cultural or historical interest, as well as entertainment venues. Approximately 600 participants travel annually. Trip fees cover all direct costs, and Proposition A transportation funds offset all or part of the bus costs.

Covina Concert Band

The City provides general fund assistance to the band for transporting band equipment to and from various home and away concerts. The City also assists the band with event planning and provides logistic support for their special events, such as the Thursday night Concert Series in the summer, the Swing Festival, and the 4th of July Pancake Breakfast and Patriotic Concert.



Parks & Recreation Department

FY 2016/17 Adopted Budget

Halloween Carnival

The annual Halloween Carnival provides a safe and fun place for the community to enjoy games, a costume contest, pumpkin toss, and face painting. Over 3,000 people attend this annual event, which has been sponsored by the Covina Lions Breakfast Club.

Community Programs

The rental of indoor and outdoor facilities is reflected in this division's budget, as is the facilitation of community organization events. The department also coordinates practice field uses on City and Covina-Valley Unified School District properties with six community youth sports organizations (A.Y.S.O. Region 602, Charter Oak Youth Baseball and Softball, Covina American Little League, Covina Baseball Association, Covina National Little League, and Covina Hills Girls Softball.)

The following groups have facility use agreements with the City:

- A.Y.S.O. Region 602 – Heyler Field (at Royal Oak Middle School)
- Boy Scouts – Scout hut at Kelby Park
- Covina Baseball Association – Hollenbeck Park Ballfield
- Covina Farmers Market – Heritage Plaza
- Covina Concert Band – Recreation Hall at Covina Park
- Girl Scouts – Scout house at Hollenbeck Park
- KARE Youth League – Kahler Russell Park (25-year lease agreement- 2010-2035)



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3200

REVENUE

43318	Youth/Teen Program Fees	\$0	\$0	\$0	\$4,800	Nature Camp registration fee
48100	Donations and Contributions	\$0	\$1,500	\$0	\$0	
48990	Other Revenue	\$0	\$0	\$80	\$0	
49120	Transfer - Special Revenue Fund	\$1,620	\$0	\$0	\$0	
TOTAL REVENUE		\$1,620	\$1,500	\$80	\$4,800	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$114,272	\$106,400	\$106,400	\$111,710	Community Services Supervisor - 100%, Recreation Coordinator - 100%
50015	Regular Part-Time Employees	\$0	\$670	\$0	\$1,570	
50040	Vacation Pay	\$2,585	\$0	\$0	\$0	
50050	Sick Leave Pay	\$4,767	\$0	\$0	\$0	
50086	Longevity Pay	\$1,000	\$0	\$0	\$0	
50110	Medicare Contribution	\$1,957	\$1,560	\$1,650	\$1,650	
50120	PERS Contribution-Employee	\$2,057	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$23,079	\$23,360	\$23,360	\$24,530	
50210	Group Health Insurance	\$1,485	\$1,490	\$1,490	\$1,520	
50230	Group Life Insurance	\$365	\$360	\$360	\$480	
50240	Group LTD Insurance	\$768	\$740	\$740	\$1,110	
50290	Group Flex Benefits	\$21,180	\$20,520	\$20,520	\$20,520	
TOTAL PERSONNEL SERVICES		\$173,516	\$155,100	\$154,520	\$163,090	

OPERATING

51600	Recreation Program Fees	\$0	\$750	\$250	\$750	Miscellaneous event fee
52200	Telephone	\$962	\$1,080	\$1,080	\$1,080	Cost of cell phone service
53100	Dues and Subscriptions	\$335	\$340	\$335	\$340	CPRS membership for Supervisor and Coordinator
53200	Training, Conferences and Meetings	\$194	\$1,600	\$1,600	\$1,600	Attending CPRS Conference in 2017
53590	General Printing and Binding	\$0	\$300	\$0	\$400	Flyers/postcards for Nature Camp
54000	Office Supplies	\$37	\$100	\$50	\$100	Office supplies
54350	Special Supplies	\$0	\$200	\$0	\$0	
54410	Food Supplies and Meals	\$0	\$200	\$200	\$300	Miscellaneous meeting/event refreshments, Nature Camp daily snack
54430	Clothing and Equipment	\$642	\$950	\$950	\$950	Staff shirts and sweatshirts
54590	Recreation Supplies	\$0	\$450	\$115	\$1,745	Nature Camp daily art project, Nature Camp daily science project, Nature Camp miscellaneous supplies
54660	Chemical Supplies	\$0	\$0	\$128	\$0	
58900	Indirect Cost Allocation	\$148,440	\$0	\$0	\$0	
TOTAL OPERATING		\$150,809	\$5,970	\$4,708	\$7,265	

TOTAL RECREATIONAL SERVICES: 1010-3200	\$324,126	\$161,070	\$169,228	\$170,365	
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RECREATIONAL SERVICES - Youth Admin

OPERATING

53100	Dues and Subscriptions	\$0	\$70	\$70	\$70	SCMAF membership
53200	Training, Conferences and Meetings	\$80	\$100	\$0	\$100	SCMAF meetings/trainings
53400	Mileage Reimbursement	\$0	\$20	\$0	\$20	Reimbursement for travel
54000	Office Supplies	\$86	\$100	\$0	\$100	Office supplies
54660	Chemical Supplies	\$0	\$180	\$0	\$180	First aid supplies
TOTAL OPERATING		\$166	\$470	\$70	\$470	

TOTAL RECREATIONAL SERVICES - YOUTH ADMIN	\$166	\$470	\$70	\$470	
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PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Recreational Services - Youth Soccer

REVENUE

43314	Youth Sport Fees	\$33,088	\$42,570	\$33,793	\$46,275	Youth, Junior and PeeWee participants, Little Tot participant fees, Multi-sport camp participant fees
48990	Other Revenue	\$332	\$110	\$0	\$150	
TOTAL REVENUE		\$33,420	\$42,680	\$33,793	\$46,425	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$13,227	\$20,160	\$14,200	\$21,090	Community Resources Specialist - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$192	\$320	\$210	\$310	
TOTAL PERSONNEL SERVICES		\$13,419	\$20,480	\$14,410	\$21,400	

OPERATING

53590	General Printing and Binding	\$372	\$1,920	\$1,300	\$1,300	Program flyers, newsletters, notices, buttons T-Shirts, trophies, prizes, sporting equipment, field paint
54590	Recreation Supplies	\$4,537	\$7,750	\$5,390	\$8,493	
TOTAL OPERATING		\$4,909	\$9,670	\$6,690	\$9,793	

TOTAL RECREATIONAL SERVICES - YOUTH SOCCER	\$18,328	\$30,150	\$21,100	\$31,193	
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Recreational Services - Youth Basketball

REVENUE

43314	Youth Sports Fees	\$12,170	\$14,750	\$12,500	\$14,495	Youth, Junior and PeeWee participants, Little Tot participant fees, Multi-sport camp participant fees
TOTAL REVENUE		\$12,170	\$14,750	\$12,500	\$14,495	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$5,764	\$6,970	\$6,200	\$6,880	Community Resources Specialist - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$84	\$110	\$90	\$100	
TOTAL PERSONNEL SERVICES		\$5,847	\$7,080	\$6,290	\$6,980	

OPERATING

53590	General Printing and Binding	\$647	\$940	\$515	\$750	Program flyers, newsletters, notices, buttons T-Shirts, trophies, prizes, basketballs, nets, program supplies
54590	Recreation Supplies	\$1,858	\$2,750	\$2,200	\$2,693	
TOTAL OPERATING		\$2,505	\$3,690	\$2,715	\$3,443	

TOTAL RECREATIONAL SERVICES - YOUTH BASKETBALL	\$8,353	\$10,770	\$9,005	\$10,423	
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PARKS & RECREATION		2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
		ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Recreational Services - Youth Softball

REVENUE

43314	Youth Sports Fees	\$10,484	\$20,450	\$20,450	\$18,175	Youth, Junior and PeeWee participants, Little Tot participant fees
48990	Other Revenue	\$92	\$120	\$49	\$140	Picture commission
TOTAL REVENUE		\$10,576	\$20,570	\$20,499	\$18,315	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$4,844	\$9,290	\$6,600	\$7,910	Community Resources Specialist - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$70	\$140	\$100	\$120	
TOTAL PERSONNEL SERVICES		\$4,914	\$9,430	\$6,700	\$8,030	

OPERATING

53590	General Printing and Binding	\$507	\$1,220	\$550	\$550	Program flyers, newsletters, notices, buttons
54590	Recreation Supplies	\$2,903	\$4,750	\$4,000	\$4,409	T-Shirts, trophies, prizes, baseballs, softballs, caps, bats, chalk, miscellaneous program supplies
TOTAL OPERATING		\$3,410	\$5,970	\$4,550	\$4,959	

TOTAL RECREATIONAL SERVICES - YOUTH SOFTBALL		\$8,324	\$15,400	\$11,250	\$12,989	
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Recreational Services - Day Camp

REVENUE

43317	PeeWee Recreation Fees	\$68,877	\$76,180	\$80,080	\$80,080	Summer Day Camp fees, Spring Day Camp fees
48990	Other Revenue	\$54	\$0	\$0	\$0	
TOTAL REVENUE		\$68,931	\$76,180	\$80,080	\$80,080	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$42,233	\$46,170	\$44,619	\$44,619	Community Resources Specialist - 100%, Community Resources Assistant I - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$612	\$670	\$650	\$650	
50150	Part time Retirement Contribution-Employer	\$53	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$42,899	\$46,840	\$45,269	\$45,269	

OPERATING

51600	Recreation Program Fees	\$4,674	\$5,250	\$5,500	\$6,530	Program flyers, newsletters, notices, buttons
53200	Training, Conferences and Meetings	\$30	\$100	\$100	\$100	
53440	Recreational Travel Services	\$3,632	\$4,000	\$4,000	\$4,130	
53590	General Printing and Binding	\$1,512	\$1,830	\$1,650	\$1,750	
54410	Food Supplies and Meals	\$1,650	\$1,650	\$1,650	\$1,760	
54430	Clothing and Equipment	\$139	\$400	\$0	\$300	
54510	Arts and Crafts Supplies	\$639	\$700	\$0	\$700	T-Shirts, trophies, prizes, baseballs, softballs, caps, bats, chalk, miscellaneous program supplies
54590	Recreation Supplies	\$1,624	\$1,780	\$1,780	\$2,030	
54610	Cleaning Supplies	\$126	\$450	\$220	\$220	
TOTAL OPERATING		\$14,026	\$16,160	\$14,900	\$17,520	

TOTAL RECREATIONAL SERVICES - DAY CAMP		\$56,925	\$63,000	\$60,169	\$82,789	
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Recreational Services - Teen Program

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$17	\$340	\$0	\$270	
50110	Medicare Contribution	\$0	\$10	\$0	\$10	
TOTAL PERSONNEL SERVICES		\$17	\$350	\$0	\$280	

OPERATING

52200	Telephone	\$713	\$720	\$750	\$780	Cost of telephone service for Teen Center
TOTAL OPERATING		\$713	\$720	\$750	\$780	

TOTAL RECREATIONAL SERVICES - TEEN PROGRAM		\$730	\$1,070	\$750	\$1,060	
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PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Recreational Services - Summer

REVENUE

43311	Community Special Event Fees	\$827	\$8,280	\$4,587	\$10,250	Farmers Market, Camp Out Fees
48100	Donations and Contributions	\$18,050	\$25,350	\$20,400	\$21,700	
TOTAL REVENUE		\$18,877	\$33,630	\$24,987	\$31,950	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$10,181	\$9,240	\$9,240	\$10,320	Community Resources Specialist - 100%, Community Resources Assistant I - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$148	\$140	\$140	\$150	
50150	Part time Retirement Contribution-Employer	\$48	\$0	\$44	\$0	
TOTAL PERSONNEL SERVICES		\$10,377	\$9,380	\$9,424	\$10,470	

OPERATING

51340	Employee Development/Training	\$0	\$200	\$0	\$200	In-Service Training - Sound Tech
51600	Recreation Program Fees	\$14,630	\$20,270	\$14,000	\$17,370	ASCA(License, BMI License, End of Summer Event Band and Sound Tech, DJ/Emcee for Monday's and Tuesday's, Event Insurance, Movie Rentals, etc.
52490	Maint - Other Equipment	\$200	\$800	\$225	\$1,000	Sound system repairs
53200	Training, Conferences and Meetings	\$30	\$40	\$30	\$40	Concert share
53500	Promotion Advertising	\$1,704	\$1,700	\$1,700	\$1,850	Bandshell Banner, Sponsor Banners, Street Banner
53590	General Printing and Binding	\$1,083	\$1,270	\$1,270	\$1,600	Camp Out printing, Event flyers and posters
54000	Office Supplies	\$0	\$60	\$60	\$60	Envelopes, Paper for sponsor brochures
54350	Special Supplies	\$0	\$0	\$0	\$360	Plaques (Cases)
54410	Food Supplies and Meals	\$0	\$650	\$650	\$1,850	Family Camp Out meal supplies, Family Campout Meals, Water and ice for bands
54510	Arts and Crafts Supplies	\$1,264	\$1,900	\$1,500	\$1,820	Camp Out craft supplies, Tuesday Night craft supplies
54590	Recreation Supplies	\$2,299	\$2,240	\$2,876	\$2,830	Camp wristbands, Camp Out giveaways, Tuesday Night giveaways
54610	Cleaning Supplies	\$315	\$500	\$250	\$500	Cleaning supplies, trash bags
54680	Equipment Parts	\$1,469	\$600	\$600	\$600	PA cables, adapters, gaffers tape
TOTAL OPERATING		\$22,993	\$30,230	\$23,161	\$30,080	

TOTAL RECREATIONAL SERVICES - SUMMER	\$33,370	\$39,610	\$32,585	\$40,550	
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Recreational Services - Covina Concert Band

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$1,817	\$1,950	\$1,950	\$1,970	Community Resources Specialist - 100%, Community Resources Assistant I - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$26	\$30	\$30	\$30	
TOTAL PERSONNEL SERVICES		\$1,843	\$1,980	\$1,980	\$2,000	

OPERATING

52200	Telephone	\$239	\$0	\$86	\$0	
TOTAL OPERATING		\$239	\$0	\$86	\$0	

TOTAL RECREATIONAL SERVICES - COVINA CONCERT BAND	\$2,082	\$1,980	\$2,066	\$2,000	
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PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Recreational Services - Leisure Life

REVENUE

43315	Leisure Program Fees	\$255,809	\$245,000	\$235,000	\$235,000	Class Registration Fees
43316	Cultural Excursion Fees	\$0	\$0	\$28	\$0	
48990	Other Revenue	\$101	\$0	\$0	\$0	
TOTAL REVENUE		\$255,910	\$245,000	\$235,028	\$235,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$24,817	\$25,420	\$25,420	\$25,420	Recreation Coordinator - 100%
50015	Regular Part-Time Employees	\$18,255	\$16,550	\$18,050	\$20,300	Community Resources Assistant - 100%
50030	Overtime	\$0	\$0	\$252	\$0	
50040	Vacation Pay	\$1,898	\$0	\$489	\$0	
50086	Longevity Pay	\$750	\$0	\$0	\$0	
50110	Medicare Contribution	\$628	\$670	\$631	\$670	
50120	PERS Contribution-Employee	\$506	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$5,124	\$5,580	\$5,580	\$5,580	
50210	Group Health Insurance	\$759	\$750	\$750	\$760	
50230	Group Life Insurance	\$91	\$120	\$120	\$120	
50240	Group LTD Insurance	\$170	\$260	\$260	\$260	
50290	Group Flex Benefits	\$5,832	\$5,760	\$5,760	\$5,760	
TOTAL PERSONNEL SERVICES		\$58,830	\$55,110	\$67,312	\$68,870	

OPERATING

51350	Instructor Fees	\$192,605	\$174,000	\$164,500	\$164,500	Contract instructor payments
53100	Dues and Subscriptions	\$165	\$170	\$165	\$170	CPRS membership for Coordinator
53200	Training, Conferences and Meetings	\$0	\$600	\$550	\$600	Conference and trainings for Coordinator
53590	General Printing and Binding	\$6,187	\$7,410	\$7,300	\$7,610	Miscellaneous flyers, Quarterly class flyer, Recital invitations
54590	Recreation Supplies	\$254	\$500	\$500	\$500	Recital decorations, tennis balls
TOTAL OPERATING		\$199,211	\$182,680	\$173,015	\$173,380	

TOTAL RECREATIONAL SERVICES - LEISURE LIFE	\$258,041	\$237,790	\$230,327	\$232,260	
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Recreational Services - Excursions

REVENUE

43316	Cultural Excursion Fees	\$18,233	\$16,000	\$23,000	\$20,000	Excursion registration fees
TOTAL REVENUE		\$18,233	\$16,000	\$23,000	\$20,000	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$153	\$150	\$700	\$1,170	Community Resources Specialist - 100%
50110	Medicare Contribution	\$2	\$10	\$10	\$20	
TOTAL PERSONNEL SERVICES		\$155	\$160	\$710	\$1,190	

OPERATING

51600	Recreation Program Fees	\$8,937	\$8,000	\$8,000	\$8,000	Admission fees for trips
53300	Postage	\$0	\$120	\$0	\$120	Postage for trip flyer
53440	Recreational Travel Services	\$9,441	\$1,000	\$3,200	\$2,600	Bus service for non-Prop A covered costs
53590	General Printing and Binding	\$0	\$120	\$0	\$120	Trip flyers
54410	Food Supplies and Meals	\$2,226	\$3,500	\$2,873	\$3,500	Meals for trip participants, Trip snacks
58435	Transit Operation	(\$8,807)	\$0	\$0	(\$10,000)	
TOTAL OPERATING		\$11,796	\$12,740	\$14,073	\$4,340	

TOTAL RECREATIONAL SERVICES - EXCURSIONS	\$11,951	\$12,900	\$14,783	\$5,630	
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PARKS & RECREATION		2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
Recreational Services - Halloween						
REVENUE						
43311	Community Special Event Fees	\$83	\$100	\$0	\$0	
48100	Donations and Contributions	\$2,650	\$2,700	\$2,800	\$3,000	Sponsors
TOTAL REVENUE		\$2,733	\$2,800	\$2,800	\$3,000	
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$827	\$840	\$700	\$760	Community Resources Specialist - 100%, Community Resources Assistant I - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$12	\$20	\$10	\$20	
TOTAL PERSONNEL SERVICES		\$839	\$860	\$710	\$780	
OPERATING						
53010	General Insurance	\$456	\$460	\$408	\$460	Event Insurance
53590	General Printing and Binding	\$247	\$430	\$429	\$480	Event flyers, signs, and posters
54410	Food Supplies and Meals	\$985	\$1,000	\$888	\$1,000	Candy for event
54510	Arts and Crafts Supplies	\$0	\$60	\$43	\$60	Craft supplies
54590	Recreation Supplies	\$483	\$450	\$275	\$420	Decorations, games, trophies, and ribbons
TOTAL OPERATING		\$2,171	\$2,400	\$2,043	\$2,420	
TOTAL RECREATIONAL SERVICES - HALLOWEEN		\$3,010	\$3,260	\$2,753	\$3,200	
Recreational Services - Flag Football						
REVENUE						
43314	Youth Sport Fees	\$13,889	\$19,900	\$10,924	\$15,470	Youth, Junior and PeeWee participants, Little Tot participant fees
48990	Other Revenue	\$150	\$70	\$0	\$70	Picture commission
TOTAL REVENUE		\$14,039	\$19,970	\$10,924	\$15,540	
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$7,439	\$11,540	\$5,370	\$8,630	Community Resources Specialist - 100%, Community Resources Assistant II - 100% (Various Time Periods)
50110	Medicare Contribution	\$108	\$170	\$80	\$130	
TOTAL PERSONNEL SERVICES		\$7,547	\$11,710	\$5,450	\$8,760	
OPERATING						
53590	General Printing and Binding	\$372	\$1,000	\$430	\$500	Newsletters, notices, buttons, program flyers
54590	Recreation Supplies	\$2,060	\$3,780	\$1,930	\$2,911	Field paint, footballs, trophies, t-shirts, Little Tot prizes
TOTAL OPERATING		\$2,432	\$4,780	\$2,360	\$3,411	
TOTAL RECREATIONAL SERVICES - FLAG FOOTBALL		\$9,979	\$16,490	\$7,810	\$12,171	
TOTAL RECREATION SERVICES (ALL FUNDS)		\$735,386	\$593,960	\$551,896	\$584,979	

Parks & Recreation Department

FY 2016/17 Adopted Budget

Senior Services

The Senior Services Division offers high quality programs and services to local seniors five days per week. With the closure of the city's Joslyn Center, the senior programs have been moved to Valleydale Park Community Center in the city of Azusa, through a cooperative agreement with Los Angeles County Department of Parks and Recreation. With this move, the attendance in many senior programs has decreased due to a more limited facility space, as well as an unwillingness on the part of some seniors to travel to Valleydale. Programs and Services offered to seniors include Special Events, Excursions, Fee-based and Free Classes, Presentations and Seminars, Information and Referral Services, Case Management Services, Daily Nutrition Program, "Nifty Over Fifty Activities," Legal Assurance, and Notary Services.



PARKS & RECREATION		2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
		ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3500

REVENUE

43337	Senior Programs	\$2,433	\$3,850	\$2,474	\$300	Newsletter mailing fee
48100	Donations and Contributions	\$49	\$600	\$400	\$1,200	Coffee sponsor and donations
48990	Other Revenue	\$504	\$360	\$371	\$0	Copy charges
TOTAL REVENUE		\$2,986	\$4,810	\$3,245	\$1,500	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$88,635	\$90,540	\$23,276	\$82,590	Community Relations Supervisor - 100%, Recreation Coordinator - 100%
50015	Regular Part-Time Employees	\$38,195	\$34,050	\$57,500	\$52,470	Community Resources Specialist - 100%, Community Resources Assistant I - 100%
50035	Compensation Time	\$0	\$0	\$159	\$0	
50040	Vacation Pay	\$724	\$0	\$3,951	\$0	
50050	Sick Leave Pay	\$1,449	\$0	\$3,573	\$0	
50086	Longevity Pay	\$1,750	\$0	\$0	\$0	
50110	Medicare Contribution	\$2,093	\$1,830	\$1,400	\$1,970	
50120	PERS Contribution-Employee	\$1,791	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$18,096	\$20,110	\$6,100	\$18,130	
50210	Group Health Insurance	\$0	\$0	\$0	\$2,270	
50230	Group Life Insurance	\$274	\$360	\$38	\$360	
50240	Group LTD Insurance	\$598	\$900	\$56	\$820	
50290	Group Flex Benefits	\$14,099	\$13,500	\$3,167	\$17,280	
TOTAL PERSONNEL SERVICES		\$167,705	\$161,290	\$99,219	\$175,890	

OPERATING

52200	Telephone	\$3,420	\$3,840	\$10,200	\$16,380	Joslyn Center land lines and one cell phone
52470	Maint-Office Equipment	\$155	\$250	\$0	\$1,810	Miscellaneous equipment repairs
53100	Dues and Subscriptions	\$170	\$170	\$170	\$170	CPRS membership for Coordinator
53200	Training, Conferences and Meetings	\$15	\$800	\$500	\$800	CPRS conf., Arthritis Exc trng
53300	Postage	\$244	\$270	\$100	\$270	Senior Newsletter postage
53400	Mileage Reimbursement	\$0	\$40	\$0	\$40	Travel reimbursement
53590	General Printing and Binding	\$0	\$1,200	\$1,200	\$2,400	Senior Newsletter printing
54000	Office Supplies	\$599	\$1,000	\$700	\$2,800	Office supplies
54010	Duplicating/Copying Supplies	\$242	\$350	\$200	\$280	Copy paper
54410	Food Supplies and Meals	\$1,548	\$1,600	\$1,600	\$1,800	Coffee supplies - Coffee is provided for senior participants, and is partially offset by donations collected.
54590	Recreation Supplies	\$97	\$500	\$400	\$200	Pool tables supplies and other supplies for recreational activities
58900	Indirect Cost Allocation	\$76,560	\$0	\$0	\$0	
TOTAL OPERATING		\$83,060	\$10,020	\$15,070	\$26,950	

TOTAL SENIOR SERVICES (1010-3500)	\$250,755	\$171,310	\$114,289	\$202,840	
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Senior Services - Special Events

REVENUE

43337	Senior Programs	\$5,470	\$9,720	\$5,500	\$7,590	Bunco participant fees, Summer BBQ event participant fees, Knowledge and Health Fair vendor fees, Billiards tournament participant fees, Monthly Dance participant fees, Holiday Boutique booth fees
48100	Donations and Contributions	\$7,195	\$6,250	\$3,400	\$7,000	Various event sponsorships
TOTAL REVENUE		\$12,665	\$15,970	\$8,900	\$14,590	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$671	\$1,160	\$1,200	\$1,150	Community Resources Specialist - 100%
50110	Medicare Contribution	\$10	\$20	\$20	\$20	
TOTAL PERSONNEL SERVICES		\$681	\$1,180	\$1,220	\$1,170	

OPERATING

51600	Recreation Program Fees	\$4,940	\$5,970	\$5,970	\$5,230	Entertainment for senior events, MPLC movie license
53590	General Printing and Binding	\$0	\$150	\$150	\$0	
54410	Food Supplies and Meals	\$4,417	\$4,750	\$4,750	\$5,020	Food supplies for senior events
54590	Recreation Supplies	\$1,642	\$2,140	\$1,900	\$3,310	Decorations and supplies for senior events
TOTAL OPERATING		\$10,999	\$13,010	\$12,770	\$13,560	

TOTAL SENIOR SERVICES - SPECIAL EVENTS	\$11,680	\$14,190	\$13,990	\$14,730	
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Senior Services - Excursions

REVENUE

43337	Senior Programs	\$24,129	\$20,020	\$19,120	\$22,950	Bunco participant fees, Summer BBQ event participant fees, Knowledge and Health Fair vendor fees, Billiards tournament participant fees, Monthly Dance participant fees, Holiday Boutique booth fees
48990	Other Revenue	\$0	\$0	\$200	\$0	Various event sponsorships
TOTAL REVENUE		\$24,129	\$20,020	\$19,320	\$22,950	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$2,134	\$2,030	\$2,300	\$2,300	Community Resources Specialist - 100%
50110	Medicare Contribution	\$31	\$30	\$40	\$40	
TOTAL PERSONNEL SERVICES		\$2,165	\$2,060	\$2,340	\$2,340	

PARKS & RECREATION		2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
OPERATING						
51600	Recreation Program Fees	\$11,528	\$13,390	\$8,000	\$12,375	Admission tickets
53440	Recreational Travel Services	\$10,590	\$3,380	\$2,600	\$2,600	Bus services to Pechanga, Harrahs, Pala, San Manuel
53590	General Printing and Binding	\$0	\$70	\$0	\$0	
54410	Food Supplies and Meals	\$2,108	\$1,500	\$1,700	\$2,200	Trip snacks, Meals for trip participants
58430	Transit	(\$8,396)	\$0	\$0	\$0	
TOTAL OPERATING		\$15,830	\$18,340	\$12,300	\$17,175	
TOTAL SENIOR SERVICES - EXCURSIONS		\$17,995	\$20,400	\$14,640	\$19,515	
Senior Services - Class						
REVENUE						
43337	Senior Programs	\$18,408	\$19,200	\$13,000	\$17,000	Senior classes registration fees
TOTAL REVENUE		\$18,408	\$19,200	\$13,000	\$17,000	
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$1,830	\$2,040	\$2,100	\$2,100	Community Resources Assistant II - 100%
50110	Medicare Contribution	\$27	\$30	\$40	\$40	
TOTAL PERSONNEL SERVICES		\$1,856	\$2,070	\$2,140	\$2,140	
OPERATING						
51350	Instructor Fees	\$11,964	\$14,400	\$10,000	\$13,600	Contract instructor payments
53200	Training, Conferences and Meetings	\$0	\$200	\$0	\$200	Arthritis Exercise training
54590	Recreation Supplies	\$0	\$100	\$0	\$100	Supplies for Arthritis Exercise class
TOTAL OPERATING		\$11,964	\$14,700	\$10,000	\$13,900	
TOTAL SENIOR SERVICES - CLASS		\$13,821	\$16,770	\$12,140	\$16,040	

PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

Senior Services - Joslyn Rent

REVENUE

43328	Community Involvement	\$2,652	\$500	\$25	\$0	Senior classes registration fees
TOTAL REVENUE		\$2,652	\$500	\$25	\$0	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$639	\$360	\$378	\$0	
50110	Medicare Contribution	\$9	\$10	\$6	\$0	
TOTAL PERSONNEL SERVICES		\$649	\$370	\$384	\$0	

TOTAL SENIOR SERVICES - JOSLYN RENT	\$649	\$370	\$384	\$0	
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Senior Services - Joslyn Maintenance

OPERATING

52300	Janitorial	\$18,178	\$16,720	\$14,037	\$0	
52310	Security Services	\$300	\$300	\$225	\$0	
52400	Maint - Buildings	\$920	\$1,500	\$8,244	\$22,200	LA County Parks for Valleydale facility, McIntyre Building Lease
52490	Maint - Other Equipment	\$0	\$2,660	\$1,780	\$0	
53990	Other	\$1,250	\$1,740	\$1,100	\$0	
54610	Cleaning Supplies	\$5,501	\$5,200	\$3,000	\$800	Cleaning supplies
54680	Equipment Parts	\$0	\$100	\$0	\$0	
54710	Building Repair Supplies	\$1,225	\$1,540	\$440	\$0	
54760	Lumber and Paint Supplies	\$0	\$100	\$0	\$0	
54990	General Supplies	\$0	\$100	\$0	\$0	
TOTAL OPERATING		\$27,375	\$29,960	\$28,826	\$23,000	

TOTAL SENIOR SERVICES - JOSLYN MAINTENANCE	\$27,375	\$29,960	\$28,826	\$23,000	
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TOTAL SENIOR SERVICES (ALL FUNDS)	\$322,274	\$263,000	\$184,269	\$276,125	
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Parks & Recreation Department

FY 2016/17 Adopted Budget

Community Parade

The Covina Christmas Parade will celebrate its 66th year on December 3, 2016. Since 1978 the parade has been managed and funded by the City. Prior to that time the Chamber of Commerce coordinated this effort with a tremendous amount of support from City departments.

The Parks & Recreation Department is responsible for the overall coordination and administration of the parade and tree lighting event, but other departments play key roles. The Police Department is responsible for the coordination and scheduling of tactical setup and facilitation of the operations plan for the Parade. The Fire Department is responsible for safety checks. The Public Works Department is responsible for route preparation.

Along with staff, a committee of approximately 30 volunteers begins working on the parade each year in January. The committee is a representation of interested citizens, business people, and service club members. In addition to the 30 continuous volunteers, there are over 200 volunteers who work the day of the parade. The parade would not be possible without the assistance and expertise that the volunteers provide.

Entry fees are charged to Parade participants, and monetary and in-kind sponsorships are sought to assist in offsetting Parade costs. The parade is attended by over 25,000 people who enjoy seeing the floats, autos, equestrians, high school bands, and of course Santa, travel down the parade route!



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3300

REVENUE

43328	Community Involvement	\$0	\$0	\$0	\$11,000	
TOTAL REVENUE		\$0	\$0	\$0	\$11,000	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$0	\$0	\$0	\$6,370	Community Resources Assistant I - 100%, Community Resources Assistant II - 100%
50110	Medicare Contribution	\$0	\$0	\$0	\$100	
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$6,470	

OPERATING

54810	Cleaning Supplies	\$0	\$0	\$0	\$200	Trash liners and cleaning supplies as needed
54850	Small Tool and Minor Equipment	\$0	\$0	\$0	\$100	Keys
TOTAL OPERATING		\$0	\$0	\$0	\$300	

TOTAL COMMUNITY PROGRAMS		\$0	\$0	\$0	\$6,770	
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PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3600

REVENUE

43340	Community Parade	\$5,545	\$5,300	\$5,415	\$5,300	
48100	Donations and Contributions	\$3,372	\$9,700	\$5,494	\$4,000	
TOTAL REVENUE		\$8,917	\$15,000	\$10,909	\$9,300	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$44,318	\$45,390	\$45,390	\$45,390	Office Assistant II - 100%
50015	Regular Part-Time Employees	\$1,480	\$1,600	\$1,800	\$1,470	Community Resources Specialist - 100%, Community Resources Assistant II - 100%
50110	Medicare Contribution	\$799	\$690	\$690	\$690	
50120	PERS Contribution-Employee	\$878	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$8,887	\$9,970	\$9,970	\$9,970	
50230	Group Life Insurance	\$183	\$240	\$240	\$240	
50240	Group LTD Insurance	\$295	\$440	\$440	\$440	
50290	Group Flex Benefits	\$9,630	\$9,000	\$9,000	\$9,000	
TOTAL PERSONNEL SERVICES		\$66,448	\$67,330	\$67,330	\$67,200	

OPERATING

51600	Recreation Program Fees	\$0	\$250	\$0	\$250	Sound technician
51990	Other Professional Fees	\$3,000	\$3,000	\$3,000	\$3,000	SCSBOA band competition judges
52690	Rentals-Other Equipment	\$11,316	\$12,620	\$13,261	\$13,920	Barricades, light towers, radios, PA system, golf carts, porta-potties
53010	General Insurance	\$1,778	\$1,850	\$2,202	\$2,300	Event liability insurance
53300	Postage	\$890	\$900	\$921	\$980	Postage for parade resident mailing
53500	Promotion Advertising	\$0	\$1,170	\$1,136	\$1,100	Banner changes
53590	General Printing and Binding	\$1,586	\$2,440	\$1,518	\$2,360	Printing of signage, applications, scripts, manuals, letters, maps, envelopes, etc.
54410	Food Supplies and Meals	\$442	\$460	\$1,084	\$1,260	VIP reception food supplies, Meeting refreshments, Volunteer training refreshments, Committee thank you dinner
54430	Clothing and Equipment	\$57	\$620	\$253	\$570	Parade jackets, shirts, safety vests
54990	General Supplies	\$1,942	\$2,160	\$2,433	\$2,580	Committee awards, VIP reception supplies, entry awards, route supplies
58220	Streets	\$0	\$0	\$0	\$11,030	Public Works Cost for Christmas Parade
58900	Indirect Cost Allocation	\$14,760	\$0	\$0	\$0	
TOTAL OPERATING		\$36,772	\$25,470	\$26,809	\$39,360	

TOTAL COMMUNITY PARADE	\$102,219	\$92,800	\$93,139	\$106,660	
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FUND / FUNCTION: 1010-3610

REVENUE

43311	Community Special Event Fees	\$48	\$0	\$0	\$0	
TOTAL REVENUE		\$48	\$0	\$0	\$0	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$0	\$0	\$0	\$400	
50110	Medicare Contribution	\$0	\$0	\$0	\$10	
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$410	

OPERATING

51620	Special Events	\$0	\$0	\$0	\$1,320	
52690	Rentals - Other Equipment	\$0	\$0	\$0	\$1,900	
54610	Cleaning Supplies	\$0	\$0	\$0	\$200	
58113	Police Patrol	\$0	\$0	\$0	\$10,120	
58220	Streets	\$0	\$0	\$0	\$5,050	
58340	Park Facilities	\$0	\$0	\$0	\$1,000	
TOTAL OPERATING		\$0	\$0	\$0	\$19,590	

TOTAL COMMUNITY - SPECIAL EVENTS	\$0	\$0	\$0	\$20,000	
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Parks & Recreation Department

FY 2016/17 Adopted Budget

Aquatics

In February 2016, the City contracted with Blueray Management to operate the 2016 swim program. Blueray Management comes with over 25 years of experience in the aquatics industry. They are offering instructional and water exercise classes, swim team and junior lifeguard program. Blueray also provides lifeguarding services for recreational swimming, lap swimming, and pool rentals.



PARKS & RECREATION		2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
		ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3700

REVENUE

42240	Prop A Discretionary	\$0	\$41,330	\$465,432	\$20,000	Prop A maintenance and servicing funds
TOTAL REVENUE		\$0	\$41,330	\$465,432	\$20,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$37,834	\$39,580	\$5,774	\$9,380	Park Worker - 20%
50015	Regular Part-Time Employees	\$13,711	\$7,950	\$5,700	\$300	Community Resources Assistant - 100%
50030	Overtime	\$0	\$0	\$278	\$0	
50040	Vacation Pay	\$724	\$0	\$2,302	\$0	
50050	Sick Leave Pay	\$1,449	\$0	\$1,793	\$0	
50086	Longevity Pay	\$750	\$0	\$0	\$0	
50110	Medicare Contribution	\$854	\$840	\$400	\$140	
50120	PERS Contribution-Employee	\$765	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$7,728	\$8,690	\$1,236	\$2,060	
50210	Group Health Insurance	\$0	\$0	\$0	\$160	
50230	Group Life Insurance	\$91	\$120	\$3	\$50	
50240	Group LTD Insurance	\$259	\$400	\$31	\$100	
50290	Group Flex Benefits	\$4,676	\$4,500	\$530	\$2,310	
TOTAL PERSONNEL SERVICES		\$66,840	\$62,080	\$18,047	\$14,500	

OPERATING

52120	Electric Utilities	\$20,452	\$21,150	\$18,000	\$21,150	Electrical charges
52130	Gas Utilities	\$4,387	\$5,000	\$4,000	\$4,800	Gas charges
52200	Telephone	\$217	\$360	\$360	\$360	Cost of telephone service
53100	Dues and Subscriptions	\$270	\$280	\$100	\$40	SCPPOA membership
53200	Training, Conferences and Meetings	\$380	\$900	\$0	\$0	
53400	Mileage Reimbursement	\$0	\$20	\$0	\$20	Mileage reimbursement
53590	General Printing and Binding	\$0	\$300	\$0	\$100	Handbooks, General forms
54000	Office Supplies	\$65	\$250	\$0	\$150	Office supplies
54300	Instructional and Training Supplies	\$0	\$100	\$0	\$0	
54410	Food Supplies and Meals	\$0	\$50	\$0	\$0	
54430	Clothing and Equipment	\$3,596	\$4,860	\$0	\$0	
54660	Chemical Supplies	\$343	\$500	\$0	\$0	
54990	General Supplies	\$659	\$8,480	\$600	\$600	Miscellaneous supplies
58900	Indirect Cost Allocation	\$65,640	\$0	\$0	\$0	
TOTAL OPERATING		\$96,009	\$42,260	\$23,060	\$27,220	

TOTAL AQUATICS (1010-3700)	\$164,849	\$104,330	\$41,107	\$41,720	
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Aquatics - Swim Program

REVENUE

43350	Prop A Discretionary	\$212,170	\$214,130	\$212,000	\$226,600	Swim lesson and swim team fees
48990	Other Revenue	\$52	\$0	\$0	\$0	
TOTAL REVENUE		\$212,222	\$214,130	\$212,000	\$226,600	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$156,517	\$111,240	\$113,000	\$6,750	
50030	Overtime	\$174	\$200	\$118	\$0	
50110	Medicare Contribution	\$2,272	\$1,990	\$1,641	\$98	
TOTAL PERSONNEL SERVICES		\$158,963	\$113,430	\$114,759	\$6,848	

OPERATING

51600	Recreation Program Fees	\$536	\$36,300	\$950	\$212,000	Blueray swim lesson fees, Blueray lifeguards for Rec Swim and Lap Swim, Blueray lifeguards for rentals
53590	General Printing and Binding	\$1,781	\$2,300	\$1,400	\$1,830	Aquatic program flyers, signs, roster sheets, survey/evaluation forms
54140	Award Supplies	\$226	\$300	\$0	\$0	
54410	Food Supplies and Meals	\$0	\$20	\$21	\$0	
54590	Recreation Supplies	\$506	\$1,610	\$1,610	\$800	Kickboards, rings, toys, etc.
TOTAL OPERATING		\$3,049	\$40,630	\$3,981	\$214,630	

TOTAL AQUATICS - SWIM PROGRAM	\$162,012	\$153,960	\$118,740	\$221,478	
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PARKS & RECREATION		2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
Aquatics - Train Camp						
REVENUE						
43350	Prop A Discretionary	\$3,660	\$3,800	\$750	\$1,000	
TOTAL REVENUE		\$3,660	\$3,800	\$750	\$1,000	
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$1,540	\$1,820	\$327	\$0	
50110	Medicare Contribution	\$22	\$30	\$5	\$0	
TOTAL PERSONNEL SERVICES		\$1,562	\$1,850	\$332	\$0	
OPERATING						
53590	General Printing and Binding	\$0	\$300	\$0	\$0	Electrical charges
54300	Instructional and Training Supplies	\$921	\$1,150	\$0	\$0	Gas charges
54410	Food Supplies and Meals	\$49	\$70	\$72	\$0	Cost of telephone service
54660	Chemicals and Medical Supplies	\$163	\$360	\$0	\$0	SCPPCA membership
TOTAL OPERATING		\$1,133	\$1,880	\$72	\$0	
TOTAL AQUATICS - TRAIN CAMP		\$2,695	\$3,730	\$403	\$0	
Aquatics - Rental						
REVENUE						
43350	Prop A Discretionary	\$1,520	\$4,000	\$2,200	\$5,600	
TOTAL REVENUE		\$1,520	\$4,000	\$2,200	\$5,600	
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$1,150	\$740	\$750	\$0	
50110	Medicare Contribution	\$17	\$30	\$10	\$0	
TOTAL PERSONNEL SERVICES		\$1,166	\$770	\$760	\$0	
OPERATING						
51600	Recreation Program Fees	\$0	\$1,300	\$0	\$0	Blue-ray swim lesson fees, Blue-ray lifeguards for Rec Swim and Lap Swim, Blue-ray lifeguards for rentals
53590	General Printing and Binding	\$0	\$60	\$0	\$60	Aquatic program flyers, signs, roster sheets, survey/evaluation forms
TOTAL OPERATING		\$0	\$1,360	\$0	\$60	
TOTAL AQUATICS - RENTAL		\$1,166	\$2,130	\$760	\$60	
Aquatics - Maintenance						
PERSONNEL SERVICES						
50015	Regular Part-Time Employees	\$20,029	\$20,270	\$7,500	\$3,420	Park Maintenance Assistant - 100%, Community Resources Assistant - 100%
50110	Medicare Contribution	\$290	\$300	\$109	\$50	
TOTAL PERSONNEL SERVICES		\$20,320	\$20,570	\$7,609	\$3,470	
OPERATING						
52300	Janitorial	\$0	\$800	\$0	\$800	Floor cleaning
52400	Maint - Buildings	\$0	\$300	\$0	\$300	Miscellaneous building repairs
52405	Maint - Structures	\$19,140	\$19,140	\$19,140	\$19,140	Contracted pool maintenance
52490	Maint - Other Equipment	\$8,792	\$10,550	\$3,000	\$3,000	Miscellaneous equipment repairs
53990	Other	\$887	\$900	\$887	\$900	Public Health license
54610	Cleaning Supplies	\$578	\$800	\$800	\$800	Cleaning supplies, toilet paper, trash bags
54660	Chemicals and Medical Supplies	\$11,155	\$10,120	\$10,120	\$10,120	Contracted chemical service, Carbon Dioxide
54680	Equipment Parts	\$475	\$300	\$0	\$300	Miscellaneous equipment parts
54710	Building Repair Supplies	\$0	\$300	\$0	\$300	Miscellaneous building repair supplies
54760	Lumber and Paint Supplies	\$467	\$600	\$400	\$600	Paint supplies for building maintenance
54850	Small Tool and Minor Equipment	\$0	\$400	\$300	\$400	Small equipment - hoses, buckets, etc.
54990	General Supplies	\$66	\$0	\$0	\$0	
TOTAL OPERATING		\$41,561	\$44,210	\$34,647	\$36,660	
TOTAL AQUATICS - MAINTENANCE		\$61,881	\$64,780	\$42,266	\$40,130	
TOTAL AQUATICS (ALL FUNDS)		\$392,602	\$328,930	\$203,266	\$303,388	
TOTAL PARKS AND RECREATION (ALL FUNDS)		\$2,405,189	\$1,908,910	\$1,704,316	\$1,889,628	

**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Library Services

“Fostering Your Community’s Future,” is the slogan of the Covina Public Library and is demonstrated daily by the services and commitment Library staff provide to the community. The Library provides a safe, healthy, fun, and engaging environment for everyone and helps foster and meet the needs of its community by providing informational, educational, and recreational programs and resources. The Library endeavors to seek grants which meet our community’s needs and looks for opportunities to introduce new programs and services which further the Library’s goal of “Fostering Your Community’s Future.”

- The Covina Public Library was established on May 10, 1897, as the Covina Reading Room and Library Association.
- In 1905, Andrew Carnegie agreed to furnish \$8,000 to construct a public library and the Covina Public Library was opened on December 4, 1905.
- In 1942, renovations were made and the library was rededicated on December 10, 1942.
- By the 1950s, the Library was outgrowing the Carnegie building. A bond measure was passed, the Carnegie building was torn down and the existing Library building was constructed. The new Library opened its doors on November 3, 1963.
- In the following years, technology and other advances were introduced to the community by way of the Library:
 - 1982 – Installation of the Online Computer Center for Libraries (OCLC), which began the transition from a card to digital catalog.
 - 1990s – First automated computer system, Dynix, installed for tracking materials and user registration.
 - 1990s – First public computers installed and internet access established for Library users and staff.
 - 2013 – Symphony computer system installed, providing enhanced capabilities for staff and allowing Library users to access accounts online.

Programs and Services

The Library Services Division of the Parks & Recreation Department consists of the following program areas: Library Administration, Adult Reference Services, Children’s Services, Circulation Services, Technical Services, and Literacy Services. Each area works together to provide the Library patrons with high quality programs and services, including the following:



**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

- Educating patrons via reference, circulation, children's, and information services
- Providing patrons with books, media resources, and technology services
- Toy Loan Program
- Family Place Workshops
- Story time and Paws to Read reading programs
- Interlibrary Loans
- Homework Help program
- Facilitation of Community Room
- Processing of donated materials
- Volunteer coordination
- Special programs and events, such as Summer Reading Program, National Library Week, and State Literacy month
- Second Start Literacy program for adults and children which assists in alleviating the literacy proficiency gap

Library Support Groups

The Covina Public Library has three groups which support the Library and its endeavors:

- The Covina Public Library Board of Trustees is a five-member board who advises staff on topics such as adopted policy changes, program ideas, and services.
- The Friends of the Covina Public Library's mission is to support the Library and work with staff to benefit the Library. In fiscal year 2015-2016, the Library received \$13,975.
- Covina Library Fund, Inc. foundation is a nonprofit foundation created for the purpose of supporting the Library. Community members and staff serve on the Board to bring awareness of the library, its services to the community, fundraising endeavors, and to represent the Library and its interests.



**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
Library				
Administration	\$764,037	\$252,493	\$234,010	\$250,470
Circulation Services	\$147,663	\$180,389	\$155,140	\$175,520
Adult Services	\$50,176	\$66,181	\$52,350	\$64,730
Children's Services	\$111,264	\$127,220	\$114,430	\$131,780
Technical Services	\$111,908	\$96,251	\$59,832	\$101,980
Total Expenditures	\$1,185,048	\$722,534	\$615,762	\$724,480

Budget Overview and Significant Changes

- Books and materials funding placed in the General Fund.
- Contracted services contracts increased as well as staff increases as required by MOU and merit increases.



**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Department Position Allocation

Classification	FY 14/15 Budgeted Positions	FY 15/16 Budgeted Positions	FY 15/16 Adopted Positions
Full-Time Positions			
Administrative Technician	1.00	1.00	1.00
Library Services Supervisor	1.00	1.00	1.00
Literacy Coordinator	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00
Total Full-Time Positions	4.00	4.00	4.00
FTE Part-Time Positions			
General Maintenance Worker	0.48	0.48	0.48
Library Assistant	1.63	1.63	1.02
Library Clerk	5.08	4.20	4.9
Library Shelver	0.98	0.98	0.98
Community Resources Aide	0.02	0.02	0.03
Community Resources Assistant I	0.10	0.13	0.15
Community Resources Assistant II	0.13	0.17	0.11
Community Resources Specialist	1.38	1.53	1.35
Total FTE Part-Time Positions	9.80	9.14	9.02
Total FTE Positions	13.80	13.14	13.02



**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Administration

Oversee janitorial contracts and building maintenance coordination. Coordination of department budget submittal, budget controls, accounts payable and receivable, cash reports, payroll processing, processes supply orders and oversees capital improvement projects and grants. Coordination of the new employee recruitments and interviews, personnel document processing, staff rosters, and staff training. Facilitation of uses of the Community Room for Library programs, City events, and outside groups. Maintains statistical information for daily operations and programs necessary for municipal, state, and grant reporting requirements. Serve as the staff liaison to the Library Board of Trustees, Friends of the Covina Public Library, Covina Library Fund, Inc., and facilitates agenda packets and minutes.



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3900

REVENUE

43380	Library Services	\$1,035	\$900	\$1,200	\$1,000	
43381	Homework Help	\$703	\$750	\$958	\$800	
43385	Library Videos	\$9,297	\$10,000	\$7,000	\$7,500	
43387	Lost/Damaged Book fees	\$3,190	\$3,000	\$3,051	\$3,000	
43388	Library Late Charges	\$15,699	\$15,000	\$15,263	\$15,000	
48100	Donations and Contributions	\$0	\$0	\$500	\$0	
TOTAL REVENUE		\$29,923	\$29,650	\$27,972	\$27,300	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$60,263	\$65,450	\$63,990	\$67,050	Management Analyst - 100%
50015	Regular Part-Time Employees	\$28,625	\$37,710	\$29,790	\$36,510	General Maintenance Worker - 100%, Community Resources Specialist - 100%
50040	Vacation Pay	\$1,135	\$0	\$0	\$0	
50100	Social Security Contribution	\$19	\$0	\$0	\$0	
50110	Medicare Contribution	\$1,385	\$1,500	\$1,480	\$1,500	
50120	PERS Contribution-Employee	\$1,181	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$13,708	\$18,140	\$15,600	\$14,720	
50210	Group Health Insurance	\$1,483	\$1,490	\$1,500	\$1,490	
50230	Group Life Insurance	\$184	\$240	\$180	\$240	
50240	Group LTD Insurance	\$411	\$650	\$450	\$660	
50290	Group Flex Benefits	\$11,678	\$11,520	\$11,600	\$11,520	
TOTAL PERSONNEL SERVICES		\$120,073	\$136,700	\$124,590	\$133,690	

OPERATING

51340	Employee Development/Training	\$135	\$0	\$0	\$0	
52120	Electric Utilities	\$63,274	\$63,150	\$57,000	\$60,000	Electricity costs
52130	Gas Utilities	\$689	\$1,000	\$1,020	\$1,080	Gas costs
52200	Telephone	\$8,179	\$8,000	\$10,560	\$11,040	Cost of telephone service
52300	Janitorial	\$18,796	\$18,800	\$18,740	\$18,780	Janitorial services
52310	Security Services	\$1,134	\$1,192	\$1,200	\$1,920	Security services
52320	Lawn/Landscape Care	\$2,679	\$0	\$0	\$1,500	Landscaping as needed
52400	Maint - Buildings	\$3,592	\$10,288	\$8,500	\$10,340	Conveyance permit for elevator, Thyssenkrupp elevator services, Victory exterminating, Air conditioning repairs
52470	Maint - Office Equipment	\$0	\$150	\$0	\$0	
52480	Maint - Computer Hardware/Software	\$0	\$1,500	\$1,500	\$0	
52490	Maint - Other Equipment	\$1,805	\$1,860	\$1,860	\$1,860	Annual service renewal on Library equipment: Security gate, Desensitizer machine, etc.
53100	Dues and Subscriptions	\$4,427	\$5,030	\$4,330	\$5,000	Membership costs for: American Library Association Organizational Membership, California Library Association Organizational Membership, CALIFA Group Membership, California Public Library Advocates Membership for Library Board of Trustees, Dynix User Group Membership, Movie licensing through Movie License USA, Southern California Library Cooperative Membership
53200	Training, Conferences and Meetings	\$0	\$500	\$350	\$650	Staff trainings for Library staff through InfoPeople, Liebert and Cassidy, California Public Library Advocates Workshop attendance for Library Trustees
53300	Postage	\$44	\$110	\$110	\$110	Admin mailings, Boards and Commissions/Volunteer Dinner mailings
53590	General Printing and Binding	\$87	\$250	\$250	\$250	Library flyers, Library event posters, Volunteer dinner invitations
53600	Office Supplies	\$587	\$446	\$500	\$500	Various amount of office supplies throughout the year

PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND / FUNCTION: 1010-3900

54010	Duplicating/Copying Supplies	\$0	\$50	\$50	\$50	Copy paper
54100	Books	\$18	\$0	\$0	\$0	
54350	Special Supplies	\$696	\$830	\$830	\$830	Boards and Commissions/Volunteer Thank You gifts, Decorations for Boards
54410	Food Supplies and Meals	\$544	\$1,300	\$1,300	\$1,300	Food and meal supplies for Boards and Commissions/Volunteer Recognition Dinner
54610	Cleaning Supplies	\$64	\$70	\$60	\$70	Various cleaning supplies throughout the year
54710	Building Repair Supplies	\$202	\$1,267	\$1,260	\$1,500	Plumbing, construction, and lighting supplies
58390	Library Services	\$51,972	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$485,040	\$0	\$0	\$0	
TOTAL OPERATING		\$643,964	\$115,793	\$109,420	\$116,780	

TOTAL LIBRARY SERVICES (1010-3900)	\$764,037	\$252,493	\$234,010	\$250,470
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**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Circulation Division

The Circulation Division's major functions include checkout services, shelving, program registrations, processing hold requests, billing for overdue and lost items, processing of periodicals, issuing Library cards, customer account resolution, processing payments, and assessing damaged items. On average, Circulation services 1,000-1,200 patrons per week with the majority served in person. The Library has 32,315 registered users as of June 30, 2016. The Library circulated over 106,000 items during Fiscal Year 2015-2016, including books, DVDs, CDs, audiobooks, magazines, and toys. Library staff provides efficient and quality customer service to create a comfortable and welcoming library experience by facilitating checkout services, customer account resolution, reference and information services, and Library card registration. The Circulation Division also provides support to other library divisions. For instance, assisting the Children's Service Division with program registration and promotion and the Adult Reference Division by providing computer assistance to patrons when necessary.



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

LIBRARY - CIRCULATION

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$41,572	\$45,820	\$45,110	\$48,040	Admin Tech - 100%
50015	Regular Part-Time Employees	\$74,951	\$93,600	\$74,400	\$89,800	(4) Library Clerks - 100%, Library Shelver - 100%
50110	Medicare Contribution	\$1,743	\$2,020	\$1,730	\$2,000	
50130	PERS Contribution-Employer	\$10,818	\$14,290	\$9,970	\$10,550	
50210	Group Health Insurance	\$1,483	\$1,490	\$1,520	\$1,490	
50230	Group Life Insurance	\$183	\$240	\$180	\$240	
50240	Group LTD Insurance	\$284	\$440	\$320	\$460	
50290	Group Flex Benefits	\$10,158	\$11,520	\$10,090	\$11,520	
TOTAL PERSONNEL SERVICES		\$141,192	\$169,420	\$143,320	\$164,100	

OPERATING

53100	Dues and Subscriptions	\$0	\$660	\$430	\$620	California Library Association Membership, American Library Association Membership, Joint American/California Library Association Student Membership, Young Adult Library Services Association Division Membership, Association for Library Service to Children Division Membership
53200	Training, Conferences and Meetings	\$2,227	\$3,500	\$3,500	\$3,200	California Library Association Conference Registration Fee, Flight fees for CLAC conference, Hotel fees for CLAC conference, Travel reimbursements such as food, postage shuttle costs, etc.
53300	Postage	\$1,727	\$1,850	\$3,160	\$2,580	Account notice mailings, Summer Reading Program Sponsorship mailings, Address verification postcard mailings
53590	General Printing and Binding	\$0	\$300	\$210	\$350	Library card applications, Triplicate receipts, Internet agreement policies
54010	Duplicating/Copying Supplies	\$0	\$100	\$100	\$100	Copy paper for circulation desk
54020	Envelopes and Letterheads	\$0	\$220	\$220	\$220	Envelopes for mailings
54350	Special Supplies	\$2,516	\$4,339	\$4,200	\$4,350	Various amount of special supplies throughout the year
TOTAL OPERATING		\$6,471	\$10,969	\$11,820	\$11,420	

TOTAL LIBRARY - CIRCULATION	\$147,663	\$180,389	\$155,140	\$175,520	
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**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Adult Reference Division

Technology and computer assistance is provided on 30 public computers, 8 scanners, 2 copy machines, and 1 public printer. Guidance and instruction are provided for Microsoft Word, PowerPoint, Excel, Publisher, creating PDF documents, Adobe Photoshop, navigating the internet, and creating email accounts. One-on-one computer tutoring sessions are available in English and Spanish for a small fee. Reference and Information – 1,000 questions per month ranging in subject matter are answered. Online and print resources – Adult Reference assists the public with finding online and print resources, such as local, state, and federal government publications, legal and medical guides, employment, and academic resources. General Library Services – provide online catalog use tutorials, assistance conducting academic and historical research for essays, research skills and methods tutorials for personal and academic growth, and processing of ILL (Interlibrary Loan) and hold requests for items on behalf of patrons. Administrative support is provided for Library grant applications and conducting research to identify possible grant opportunities and program development.



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

LIBRARY - ADULT SERVICES

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$42,294	\$54,780	\$43,700	\$53,500	Community Resources Specialist (100%), Library Clerk (100%), Library Clerk (50%)
50110	Medicare Contribution	\$613	\$790	\$630	\$780	
50130	PERS Contribution-Employer	\$6,931	\$9,960	\$8,020	\$9,790	
TOTAL PERSONNEL SERVICES		\$49,838	\$65,530	\$52,350	\$64,070	

OPERATING

53590	General Printing and Binding	\$49	\$100	\$0	\$100	Printing of reading lists, flyers, etc.
54350	Special Supplies	\$289	\$551	\$0	\$560	Various amount of special supplies throughout the year
TOTAL OPERATING		\$338	\$651	\$0	\$660	

TOTAL LIBRARY ADULT SERVICES	\$50,176	\$66,181	\$52,350	\$64,730	
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**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Children's Services Division

There are 7,372 children ages 0-17 in possession of a City of Covina Public Library card. The Children's Division services children, parents, and families through collection development, reference, and information, shelving, family programs, special events and special services made possible through grant funds, and public computer assistance. Customer Service provides reference and information services and answer over 200 questions on a weekly basis including research, homework, and computer assistance. Collection Development involves the review of fiction, nonfiction and other children's books and materials. Purchases are influenced by recommendations from parents and children. Statistically, the Library checks out and renews over 1,300 children's and young adult books on a weekly basis. Several programs are offered including story times, Play and Learn parent workshops, a dog therapy reading program for struggling readers ("Paws for Books"), craft and movie days, as well as special events. In partnership with the Los Angeles County Department of Public Social Services, the Library now offers a free Toy Loan Program. Launched in October 2015, the program has 173 active participants and 976 toys loaned as of June 30, 2016. Summer Reading Program is an annual incentive-based reading program available to everyone, however; children ages 0-17 are the primary participants. This reading incentive program reaches an average of 700 people each summer.

The Joint Summer Reading Program is offered in partnership with Covina-Valley Unified School District. The program provides students to continue taking Accelerated Reader tests sites during the summer months. The program hosts over 1,000 participants each summer.



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

LIBRARY - CHILDREN SERVICES

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$65,042	\$69,820	\$70,590	\$73,310	Library Services Supervisor - 100%
						Library Shelves - 100%, 1 - Community Resources Assistant II - 100%, Community Resources Specialist - 100%, Various Recreation Staff for Summer Reading Programs, Joint Summer Programs, and Special Events.
50015	Regular Part-Time Employees	\$15,685	\$22,220	\$10,630	\$22,620	
50110	Medicare Contribution	\$1,224	\$1,330	\$1,180	\$1,390	
50130	PERS Contribution-Employer	\$13,403	\$15,520	\$15,820	\$16,090	
50210	Group Health Insurance	\$1,483	\$1,490	\$1,530	\$1,490	
50230	Group Life Insurance	\$183	\$240	\$190	\$240	
50240	Group LTD Insurance	\$446	\$700	\$490	\$730	
50290	Group Flex Benefits	\$9,809	\$11,520	\$10,050	\$11,520	
TOTAL PERSONNEL SERVICES		\$107,276	\$122,840	\$110,480	\$127,390	

OPERATING

53100	Dues and Subscriptions	\$157	\$0	\$0	\$0	
53400	Travel Expense	\$0	\$30	\$0	\$0	
53590	General Printing and Binding	\$3,742	\$3,750	\$3,750	\$3,750	Quarterly program flyers, Joint summer reading program flyers
54000	Office Supplies	\$0	\$300	\$0	\$300	Various amount of office supplies throughout the year
54350	Special Supplies	\$24	\$300	\$200	\$340	Various amount of special supplies throughout the year
54510	Arts and Crafts Supplies	\$65	\$0	\$0	\$0	
TOTAL OPERATING		\$3,988	\$4,380	\$3,950	\$4,390	

AL LIBRARY - CHILDREN SERVICES	\$111,264	\$127,220	\$114,430	\$131,780	
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**Parks & Recreation Department,
Library Services Division
FY 2016/17 Adopted Budget**

Technical Services Division

The Technical Services Division is responsible for the acquisition, cataloging, and processing of Library materials, interlibrary loans, mending of damaged items and collection development.

- Acquisition involves the selection of materials for purchase with input from staff, patron requests, and reviews from reputable sources.
- Cataloging involves importing and integrating item data and implementing into the Library catalog via the Online Computer Library Center (OCLC).
- Processing occurs after an item has been cataloged and the item is physically prepared for public use.
 - In Fiscal Year 2015-16, the Technical Services Division cataloged and processed a total of 2,990 items, broken down into the following categories:
 - 2,530 books
 - 88 audiobooks
 - 222 CDs
 - 150 DVDs
- Interlibrary Loans are processed when patrons desire a book that the Library does not own or if another library needs to borrow a book from the Covina Library catalog. Requests are fulfilled (when available). In Fiscal Year 2015-2016, a total of 249 requests were processed and fulfilled.



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

LIBRARY - TECHNICAL SERVICES

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$61,983	\$80,800	\$50,720	\$49,660	(3) Library Assistants - 100% each, Library Clerk - 100%, Library Clerk 50%
50100	Social Security Contribution	\$727	\$1,330	\$375	\$0	
50110	Medicare Contribution	\$899	\$1,170	\$740	\$720	
50130	PERS Contribution-Employer	\$4,415	\$6,690	\$1,297	\$0	
TOTAL PERSONNEL SERVICES		\$68,024	\$89,990	\$53,132	\$50,380	

OPERATING

53300	Postage	\$573	\$630	\$1,700	\$1,000	Postage for Inter-Library loans
54100	Books	\$29,312	(\$69)	\$0	\$36,000	Books for Library's collection
54110	Recordings	\$1,994	(\$6)	\$0	\$2,000	Music CD's for Library's collection
54120	Periodicals	\$3,120	\$0	\$0	\$3,700	Newspaper and Magazine Subscriptions for Library's collection
54130	Film and Videos	\$3,163	\$0	\$0	\$3,200	DVD's for Library's collection
54350	Special Supplies	\$5,723	\$5,706	\$5,000	\$5,700	Various amount of special supplies throughout the year
TOTAL OPERATING		\$43,884	\$6,261	\$6,700	\$51,600	

TOTAL LIBRARY - TECHNICAL SERVICES	\$111,908	\$96,251	\$59,832	\$101,980	
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TOTAL LIBRARY SERVICES (ALL FUNDS)	\$1,185,048	\$722,534	\$615,762	\$724,480	
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Non-Departmental

Department Overview

The Non Departmental function accounts for costs that are not generally associated with a specific department. These programs include Indirect Cost Allocation, Intergovernmental, Community Outreach, Contingency, Advances, and Transfers Out.

Programs and Services

Indirect Cost Allocation program consists of motor pool charges and indirect charges for various departments.

Intergovernmental program costs consist of LAFCO fees and dues and subscriptions. Dues and subscriptions in this program have a city-wide benefit and include the League of California Cities, the SGV Council of Governments, the SGV Water Association, and the Southern California Association of Governments.

The Community Outreach program accounts for the cost of the lifeline program for the City's water customers. Community Outreach also includes the cost of the required match for the transitional housing program.

Contingency is a program which contains a vacancy factor for freezing of position hiring per council's approval.

The Advances program accounts for any General Fund costs related to repayment of advances or loans.

The Transfers Out program is used to account for transfers between different City funds.



Non Departmental FY 2016/17 Adopted Budget

Department Budget Summary

Expenditures by Program				
Program	FY 14/15 Actual Budget	FY 15-16 Revised Budget	FY 15-16 Projected Budget	FY 16-17 Adopted Budget
Indirect Cost Allocation	\$0	\$410,074	\$410,074	\$152,840
Intergovernmental	\$16,172	\$31,500	\$39,500	\$31,800
Community Outreach	\$79,491	\$70,228	\$58,812	\$66,600
Contingency	\$1,435	\$0	\$0	(\$346,637)
Advances	\$0	\$101,370	\$101,370	\$100,810
Transfers Out	\$350,336	\$180,060	\$180,060	\$180,060
Total Expenditures	\$447,433	\$793,232	\$789,816	\$185,473

Budget Overview and Significant Changes

All costs within this function are funded by the General Fund. There is an increase in the Community Outreach program related to an increase in the cost of the City's lifeline program. These costs are paid for by late fees collected on water utility accounts. There is a slight decrease in the Other Financing Uses due to an anticipated decrease in the required subsidy from the General Fund to the Lighting District. Additionally, there is a new cost in the Debt Service program. This is used to account for repayment to the Water Fund for the loan used for the purchase of the City's CAD/RMS system.



NON-DEPARTMENTAL	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION/PROJECT: 1010-0999

OPERATING

53450	CULTR	Motor Pool Charges	\$0	\$70,034	\$70,034	\$70,034	
53450	GENGV	Motor Pool Charges	\$0	\$35,281	\$35,281	\$35,281	
53450	PBSAF	Motor Pool Charges	\$0	\$492,353	\$492,353	\$492,353	
53450	PBWKS	Motor Pool Charges	\$0	\$245,875	\$245,875	\$245,875	
58221		State Gas Tax	\$0	(\$667,300)	(\$667,300)	(\$918,780)	
58226		Landscape District	\$0	(\$114,200)	(\$114,200)	(\$114,200)	
58270		Sanitary Sewer	\$0	(\$167,300)	(\$167,300)	(\$167,300)	
58280		Public Parking	\$0	(\$67,800)	(\$67,800)	(\$67,800)	
58286		Shoppers Lane Parking District	\$0	(\$6,200)	(\$6,200)	(\$6,200)	
58437		Measure R	\$0	(\$200,900)	(\$200,900)	(\$150,000)	
58500		Water Utility	\$0	(\$265,700)	(\$265,700)	(\$265,700)	
58565		Environmental Services	\$0	(\$20,000)	(\$20,000)	(\$20,000)	
58568		Waste Management	\$0	(\$104,200)	(\$104,200)	(\$104,200)	
58800		Central Equipment	\$0	(\$18,700)	(\$18,700)	(\$75,354)	
58900	CDEV	Indirect Cost Allocation	\$0	\$194,001	\$194,001	\$194,001	
58900	CULTR	Indirect Cost Allocation	\$0	\$548,851	\$548,851	\$548,851	
58900	GENGV	Indirect Cost Allocation	\$0	(\$834,622)	(\$834,622)	(\$834,622)	
58900	NGOV	Indirect Cost Allocation	\$0	\$438	\$438	\$438	
58900	PBSAF	Indirect Cost Allocation	\$0	\$1,105,936	\$1,105,936	\$1,105,936	
58900	PBWKS	Indirect Cost Allocation	\$0	\$184,227	\$184,227	\$184,227	
TOTAL OPERATING			\$0	\$410,074	\$410,074	\$162,840	

TOTAL INDIRECT COST ALLOCATION GEN - GOV	\$0	\$410,074	\$410,074	\$162,840	
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FUND/FUNCTION/PROJECT: 1010-7100

OPERATING

51175		LAFCO Fees	\$1,444	\$1,500	\$1,700	\$1,800	
53100		Dues and Subscriptions	\$27,544	\$30,000	\$35,000	\$30,000	
54000		Office Supplies	\$0	\$0	\$2,800	\$0	
58550		Environmental	(\$12,816)	\$0	\$0	\$0	
TOTAL OPERATING			\$16,172	\$31,500	\$39,500	\$31,800	

TOTAL INTERGOVERNMENTAL	\$16,172	\$31,500	\$39,500	\$31,800	
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FUND/FUNCTION: 1010-7400

OPERATING

53736		Grant Prg - Child Care	\$0	\$0	\$160	\$0	
53736	37000	Grant Prg - Child Care	\$0	\$0	\$310	\$0	
53741	37000	Grant Prg - Supp Svcs Personnel	\$921	\$6,600	\$6,109	\$6,600	McGill House match from General Fund
53742	37001	Grant Prg - Operations Personnel	\$1,000	\$0	\$0	\$0	
53743	37000	Grant Prg - Transportation	\$145	\$0	\$0	\$0	
53747	37001	Grant Prg - Utilities	\$0	\$0	\$21	\$0	
53798		Lifeline Subsidy	\$73,223	\$60,000	\$48,400	\$60,000	Cost of the lifeline program for the City's water customers
53990		Other	\$1,887	\$3,628	\$3,812	\$0	
53990	37000	Other	\$35	\$0	\$0	\$0	
58900		Indirect Cost Allocation	\$2,280	\$0	\$0	\$0	
TOTAL OPERATING			\$79,491	\$70,228	\$68,812	\$66,600	

TOTAL COMMUNITY OUTREACH	\$79,491	\$70,228	\$68,812	\$66,600	
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FUND/FUNCTION: 1010-7900

OPERATING

50895		Vacancy Factor	\$0	\$0	\$0	(\$346,637)	Salary savings from vacancies
52600		Rentals - Land	\$1	\$0	\$0	\$0	
57000		Contingency	\$1,436	\$0	\$0	\$0	
TOTAL OPERATING			\$1,436	\$0	\$0	(\$346,637)	

TOTAL CONTINGENCY	\$1,436	\$0	\$0	(\$346,637)	
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FUND/FUNCTION: 1010-8900

OPERATING

56710		Advance Principal	\$0	\$0	\$0	\$99,660	CAD/RMS System Principal
56750		Advance Interest	\$0	\$101,370	\$101,370	\$1,150	CAD/RMS System Interest
TOTAL OPERATING			\$0	\$101,370	\$101,370	\$100,810	

TOTAL ADVANCES	\$0	\$101,370	\$101,370	\$100,810	
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FUND / FUNCTION: 1010-9900

REVENUE

49120		Operating Transfers from Special Revenue Fund	(\$200,004)	\$0	\$0	(\$283,425)	
TOTAL REVENUE			(\$200,004)	\$0	\$0	(\$283,425)	

OPERATING

59120		Transfer-Special Revenue Fund	\$150,000	\$180,060	\$180,060	\$180,060	
59140		Transfer-Special Revenue Fund	\$200,336	\$0	\$0	\$0	
TOTAL OPERATING			\$350,336	\$180,060	\$180,060	\$180,060	

TOTAL TRANSFERS OUT	\$350,336	\$180,060	\$180,060	\$180,060	
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TOTAL NON-DEPARTMENTAL (ALL FUNDS)	\$447,433	\$793,232	\$789,818	\$186,473	
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Special Revenue FY 2016/17 Adopted Budget

Overview of Special Revenue

Special Revenue Funds are restricted. Revenues in this type of fund may not only be used for specific purposes. Any grant and donation revenues that are received by the City have a special revenue fund associated with them. By accepting the terms of the grant, the City is usually limited to the amount of overhead it may charge in these funds. Overhead includes items such as the salaries and benefits of persons administering the grant, office supplies used in achieving the goals of the grant, etc. By limiting the amount of overhead, this ensures the majority of the funds are spent on achieving the goal as set out by the grant or donation.

Restricted Funds

- Housing Authority
- Community Development Block Grant
- Transitional House
- Building Equipment Reserve
- Community Improvement
- Police Evidence Reserve
- Red Light Camera
- Fed Justice
- Supplemental Law Grant
- Other State Grants
- Other Public Safety Grants
- Justice Assistance Grant
- Office of Traffic Safety Grant
- State Gasoline Tax
- Proposition A Local Return Transportation Funds
- Proposition C Local Return Transportation Funds
- Measure R Local Return Transportation Funds
- State Transportation Development Act (TDA) Funds
- Air Quality Improvement Funds
- State Oil Payment Program Grant Funds
- State Department of Conservation Beverage Grant Funds
- Cultural Arts
- Quimby Fees
- Teen Program Donation
- Vintage Years Donation
- War Memorial Donation
- Joslyn Donation
- Youth Donation
- Webb Berger Grant -Leaders in Training Donation
- Seniors Donations
- Grandmother's Club Donation
- Plunge - Aquatics
- Municipal Parking Assessment District
- Shoppers Lane Parking Improvement Area
- Street Lighting Assessment District
- Street Trees and Landscape Assessment District
- Community Facility District 2007-1
- Literacy Grant
- Workforce Accounts
- Library Equipment Reserve
- Other Library Service Grants
- Library Services Donation
- Joseph J. Borello Donation
- Public Education in Government
- Canine Unit Donation
- Explorer Donation – Crime Prevention



Covina Housing Authority

The Covina Housing Authority was established on January 25, 2011, by Resolution 11-6926. On January 30, 2012, (Resolution 12-7045), the Covina City Council elected not to retain the housing assets and functions previously performed by the Covina Redevelopment Agency, which was dissolved pursuant to Part 1.85 of Division 24 of the California Health and Safety Code. All rights, powers, duties and obligations were transferred to the Covina Housing Authority.

The Covina Housing Authority is the housing successor agency of the Covina Redevelopment Agency. The transfer of ownership of the redevelopment housing assets and properties was approved on February 21, 2013, when the Amended Housing Asset Transfer (HAT) form was approved by the state Department of Finance. The two properties transferred under the HAT were the building at 147-151 E. College Street, which was originally purchased using housing funds, and the Transitional House. On March 3, 2014, escrow closed on the sale of the commercial property on College Street and the funds were deposited to the Low and Moderate Income Housing Asset Fund.

ABx1 26, AB 471, AB 1793 and SB 341 regulate the actions and expenditures of the housing successor. Changes under SB 341 are outlined below.

Senate Bill 341 was approved in October 2013 and went into effect on January 1, 2014. Among other changes, SB 341 regulates the use of money deposited into the new Low and Moderate Income Housing Asset Fund, (Asset Fund) and the types of low-income tenants that may be served by projects assisted with monies from the Asset Fund. The funds in the Asset Fund must be spent first on monitoring existing affordable housing projects as well as administering programs. If the housing successor, has satisfied all of its obligations under Sections 33413 (housing production and replacement housing) and 33418 (monitoring and data base maintenance on web), the housing authority may expend a maximum of \$250,000 each fiscal year for homeless prevention and rapid rehousing programs for individuals and families who are homeless or would be homeless, but for this assistance. For FY 14-15, obligations under 33413 and 33418 have been met and were documented and reported to Council on May 3, 2016, item CC9.

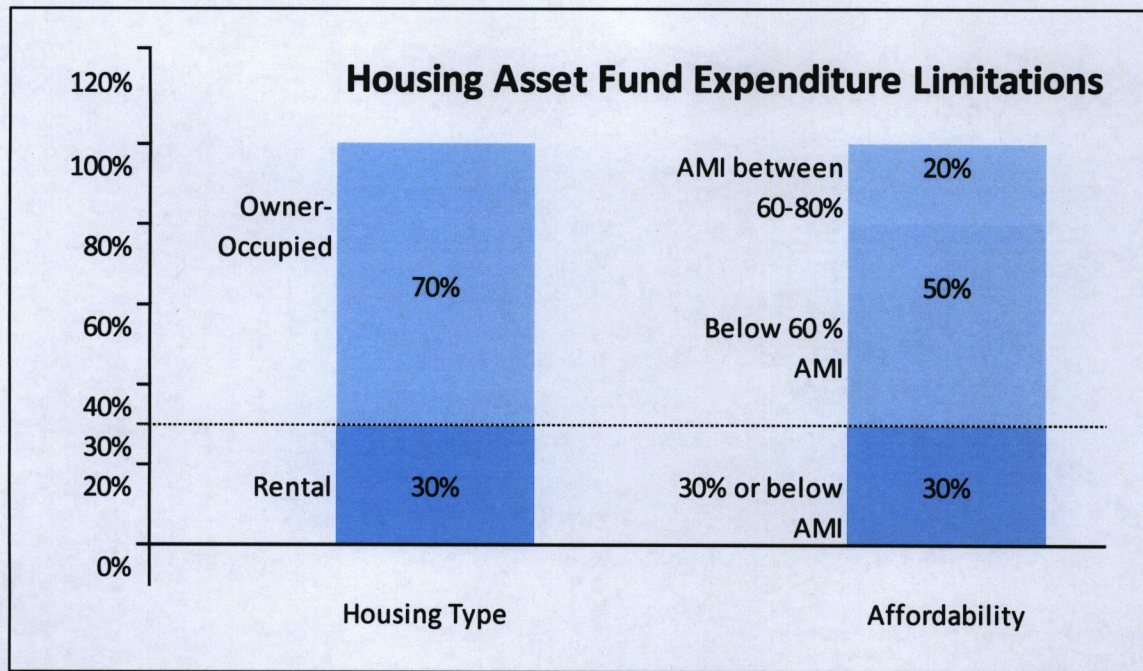
Any money remaining in the Asset Fund after expenditures for monitoring affordability covenants, administration and homeless prevention and rapid re-housing services (if any) may be spent for the development of housing affordable to and occupied by households earning 80% or less of area median income with at least 30 percent of these remaining funds expended for the development of rental housing affordable to and occupied by households earning 30 percent or less of the area median income and no more than 20 percent of these remaining funds expended



Special Revenue FY 2016/17 Adopted Budget

for the development of housing affordable to and occupied by households earning between 60 percent and 80 percent of the area median income.

The table below demonstrates how the funding is to be allocated.



Failure to comply with the extremely low income requirement in any 5-year reporting period will result in the Housing Authority having to ensure that 50% of remaining funds be spent on extremely low income rental units until in compliance. Exceeding the expenditure limit for households earning between 60% and 80% of the AMI in any 5-year reporting period will result in the Housing Authority not being able to expend any funds on these income categories until in compliance.

In 2016, for a household of one, the income limit for households earning 80% or less of area median income, adjusted for household size, is \$48,650; for a household of four the income limit is \$69,450.

Approximately \$1.1 million is available in the Asset Fund at this time. Over the next eight years, it is anticipated that the amount will slowly increase due to repayment of loans made by the Covina Redevelopment Agency. Staff is evaluating how to best utilize these funds over the next year and will make recommendations to the City Council.



Special Revenue FY 2016/17 Adopted Budget

Loan Repayments

Under the ROPS, past monies due to the Housing Asset Fund from the dissolved Covina Redevelopment Agency will be reimbursed. In FY 15-16, the first payments were made, as follows:

Loan Name	Principal	Reimbursed 15-16	Remaining Principal
Set Aside Deferral	327,458	46,780	280,678
SERAF 2010	2,540,091	362,871	2,177,220
SERAF 2011	522,960	74,709	488,251

SB 341—Additional requirements

Additional requirements under SB 341 include determining if there is excess surplus; providing compliance reporting for expenditures from January 1, 2014, through the end of the latest fiscal year covered in the report, and thereafter; compliance must be demonstrated every five years. Additional changes include senior citizen housing limitations; authority for joint activities of housing successors where two or more housing successors within 15 miles of each other may enter into agreement to provide certain types of housing; an annual financial audit requirement, and new annual reporting requirements related to internet web postings.

Monitoring of covenanted affordable housing

There is a total of 428 rental units and 18 owner-occupied units covenanted with affordability restrictions. The Authority monitors the affordable units for continued eligibility of tenants, based on income.

Primary goals for the coming fiscal year, in the Covina Housing Authority include:

- Complete and file the Annual Report for the Housing Authority.
- Update the required web information on the Low-and Moderate-Income Housing Asset Fund.
- Conduct and provide to the Board an independent financial audit of the Fund within six months of the end of the fiscal year.
- Complete and file the Compliance Report, an addendum to the Covina Annual Progress Report submitted to the State Department of Community Development.
- Complete the monitoring of covenanted affordable units.
- Develop a plan for a comprehensive affordable housing program.



HOUSING AUTHORITY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 2020-0000

REVENUE

48660	Loan Reimbursements	\$0	\$0	\$484,360	\$1,291,462	Planned repayment from 16-17 ROPS
TOTAL REVENUE		\$0	\$0	\$484,360	\$1,291,462	

FUND/FUNCTION: 2020-4700

REVENUE

48650	Loan Reimbursements	\$0	\$584,289	\$584,289	\$724,025	Low-to-Moderate Income Housing Funds
TOTAL REVENUE		\$0	\$0	\$584,289	\$724,025	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$66	\$10,871	\$23,000	\$27,450	Senior Housing/CDBG Economic Development Manager - 25%
50110	Medicare Contribution	\$1	\$174	\$325	\$400	
50130	PERS Contribution-Employer	\$14	\$2,387	\$4,900	\$6,360	
50210	Group Health Insurance	\$1	\$152	\$300	\$380	
50230	Group Life Insurance	\$0	\$24	\$45	\$45	
50240	Group LTD Insurance	\$1	\$106	\$200	\$200	
50290	Group Flex Benefits	\$0	\$1,152	\$2,880	\$2,880	
TOTAL PERSONNEL SERVICES		\$83	\$14,866	\$31,650	\$37,715	

OPERATING

51205	Redevelopment and Legal Fees	\$6,180	\$2,500	\$6,000	\$6,000	Legal fees needed to approve/consult on a new program
53300	Postage	\$10	\$25	\$40	\$40	
53725	Homeless Preventn/Rapid Rehsg	\$0	\$200,000	\$0	\$200,000	New program required by SB341, must spend money in this fund within 4 years of receipt. \$706,097 must be spent by 2019.
53750	Grant Awards	\$0	\$0	\$9,000	\$60,000	Outreach program in coordination with service providers
53770	Rehab Cost	\$0	\$0	\$0	\$50,000	Emergency Low/Mod Housing Rehabilitation Program
53990	Other	\$0	\$0	\$0	\$100	Other expenses
54000	Office Supplies	\$0	\$0	\$0	\$300	Office supplies
54010	Duplicating/Copy Supplies	\$0	\$0	\$0	\$200	Copying fees
55100	Buildings and Structures	\$0	\$0	\$0	\$25,000	Transitional House Maintenance (CIP)
TOTAL OPERATING		\$6,189	\$202,525	\$15,040	\$341,640	

TOTAL HOUSING AUTHORITY	\$6,272	\$217,391	\$46,690	\$379,355	
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Community Development Block Grant Programs

The Community Development Block Grant (CDBG) program is federally-funded through the United States Department of Housing and Urban Development. Covina participates in the CDBG program through membership in the Los Angeles Urban County, which is achieved through an agreement with the Los Angeles County Community Development Commission (CDC).

CDBG funds may be used to pay reasonable program administration costs, up to twenty percent of the program funds expended. Program administration costs include staff and related costs required for overall program management, coordination, monitoring, reporting, and evaluation of the following types of CDBG-funded programs which will be active in FY 16-17:

- Public Service
- Residential Rehabilitation
- Senior Center Construction/Phase 1 and Phase 2

Public Service Programs

CDBG regulations allow the use of grant funds for a variety of public service activities, including but not limited to senior services, homeless services, recreational services and health services. The amount of CDBG funds obligated within a program year to support public service activities may not exceed 15% of the total grant awarded for that year. The CDC requires that programs are funded at a minimum of \$10,000. The public service must be either a new service or a quantifiable increase in the level of the service. This requirement is intended to prevent the substitution of CDBG funds for recent support of public services by the City using local or state government funds. The following Public Service programs are planned for FY 16-17:

Program Name	Amount	Program Description
Second Start Literacy	\$19,478	This is a continuing program that provides trained volunteers to teach basic reading, writing, spelling and math skills to illiterate and functionally-illiterate English speaking adults ages 16 and up. The program is run by Covina staff in the Covina Library. It is anticipated that 20 unduplicated people will be served in FY 16-17.
Senior Information and Referral	\$10,000	Funds in this continuing program are used to provide referral services such as housing needs, transportation information, legal assistance, support groups and health education awareness to senior citizens. The program is run through the Senior Center of the Parks and Recreation Department. It is anticipated that 160 unduplicated people will be served in FY 16-17.



Special Revenue FY 2016/17 Adopted Budget

Senior Nutrition	\$10,000	Hot, nutritious meals are provided at a subsidized cost, or at no cost, Monday through Friday at the Senior Center, temporarily located at Valleydale Park Community Center, to seniors. A service contractor through the Parks and Recreation Department provides services for this continuing program. It is anticipated that 90 unduplicated people will be served in FY 16-17.
Senior Case Management	\$10,000	This is a continuing program providing case management services to senior citizens in the City. The program provides for in-home assessments and personal care programs for problem resolution as well as on-site service at the Senior Center. Service is provided by a service contractor through the Parks and Recreation Department. It is anticipated that 45 unduplicated people will be served in FY 16-17.

Residential Rehabilitation Program

Through this program, the City finances the cost of rehabilitation of income-qualified owner-occupied residential properties, including mobile homes. For single-family residential properties, the program offers a \$10,000 forgivable grant and a loan up to \$20,000 at three percent simple interest. Owners of mobile homes are eligible to receive up to \$8,000 in grant funds.

Authorized repairs include, but are not limited to, leaking roofs, sewer connections, fumigation, replacement of dry rot and termite damaged wood, window replacement, exterior painting, and ADA assistance for the elderly and physically challenged homeowners. Code violations are corrected before other repairs are considered. Lead-based paint and asbestos testing and remediation are completed before work commences.

The program is administered on a first-come, first served basis, with urgent, safety and hazardous conditions receiving priority. The intent of this program is to help maintain, protect and preserve the community's affordable housing stock. In FY 16-17, \$109,505 is allocated to this program. Administration of the program is funded through the program. It is anticipated that four loans and grants will be made in FY 16-17.

Senior Center Construction

Funds are provided through two fiscal year allocations for the Senior Center Construction project:

FY 15-16	Project 601802-15	\$202,309	Phase 1, Design
FY 16-17	Project 601802-16	\$416,188	Phase 2, Construction

Phase 2 funds will not be released for use until the Phase 1 project is complete. Phase 1 funds will be used to pay for design, and plans and bid specifications required for the construction of the City's new senior center.



Special Revenue

FY 2016/17 Adopted Budget

Primary goals for the coming fiscal year, in the CDBG activity include:

- Monitor and coordinate all CDBG fund expenditures for compliance with various federally mandated rules and regulations, and County of Los Angeles regulations.
- Coordinate citizen involvement in the grant request process.
- Oversee Public Service Programs to ensure compliance with federal regulations.
- Evaluate housing rehabilitation applications for priority status, with leaking roofs and health and safety-related repairs receiving highest priority.
- Fund housing rehabilitation projects with highest priority in this fiscal year.
- Ensure compliance with lead-based paint hazard regulations.
- Ensure compliance with asbestos requirements.
- Continue to monitor existing Economic Development program participants, funded in prior years, for program compliance.
- Fund work required in the design phase of the Covina senior center.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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CDBG ECONOMIC DEVELOPMENT FUND/FUNCTION: 2100-4750
FEDERAL PROGRAM ID NUMBER 75007

REVENUE

42050	Community Development Block Grant	\$270,120	\$200,000	\$0	\$0	
TOTAL REVENUE		\$270,120	\$200,000	\$0	\$0	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$23,935	\$29,253	\$0	\$0	Senior Housing/CDBG Economic Development Manager - 8.5%
50110	Medicare Contribution	\$327	\$469	\$0	\$0	
50120	PERS Contribution-Employee	\$476	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$4,749	\$6,420	\$0	\$0	
50150	PARS Contribution-Employer	\$0	\$0	\$0	\$0	
50210	Group Health Insurance	\$289	\$410	\$0	\$0	
50230	Group Life Insurance	\$35	\$65	\$0	\$0	
50240	Group LTD Insurance	\$165	\$284	\$0	\$0	
50290	Group Flex Benefits	\$0	\$3,099	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$29,976	\$40,000	\$0	\$0	

OPERATING

51290	Other Legal Fees	\$1,379	\$0	\$0	\$0	
51990	Other Professional Fees	\$234	\$0	\$0	\$0	
53100	Dues/Subscriptions	\$150	\$150	\$0	\$0	
53300	Postage	\$43	\$25	\$0	\$0	
53540	Legal Notices and Publications	\$352	\$300	\$0	\$0	
53580	Blueprint and Photocopy	\$29	\$25	\$0	\$0	
53750	Grant Awards	\$238,008	\$159,500	\$0	\$0	
TOTAL OPERATING		\$240,194	\$160,000	\$0	\$0	

TOTAL CDBG - ECONOMIC DEVELOPMENT		\$270,170	\$200,000	\$0	\$0	
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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CDBG SECOND START LITERACY FUND/FUNCTION: 2100-4800
FEDERAL PROGRAM ID NUMBER 80043

REVENUE

42050	Community Development Block Grant	\$17,638	\$17,572	\$17,873	\$19,478	Funds will be reimbursed through the CDBG program
TOTAL REVENUE		\$17,638	\$17,572	\$17,873	\$19,478	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$12,871	\$17,572	\$17,345	\$19,478	Literacy Coordinator - 17.51%
50110	Medicare Contribution	\$210	\$0	\$0	\$0	
50120	PERS Contribution-Employee	\$257	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$2,575	\$0	\$0	\$0	
50230	Group Life Insurance	\$32	\$0	\$0	\$0	
50240	Group LTD Insurance	\$85	\$0	\$0	\$0	
50290	Group Flex Benefits	\$1,607	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$17,638	\$17,572	\$17,345	\$19,478	

TOTAL CDBG - SECOND START LITERACY	\$17,638	\$17,572	\$17,345	\$19,478	
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CDBG SENIOR INFO & REFERRAL FUND/FUNCTION: 2100-4800
FEDERAL PROGRAM ID NUMBER 80044

REVENUE

42050	Community Development Block Grant	\$10,000	\$10,000	\$10,000	\$10,000	Funds will be reimbursed through the CDBG program
TOTAL REVENUE		\$10,000	\$10,000	\$10,000	\$10,000	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$9,858	\$10,000	\$10,000	\$10,000	Funds for personnel and non-personnel costs
50110	Medicare Contribution	\$143	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$10,001	\$10,000	\$10,000	\$10,000	

TOTAL CDBG - SENIOR INFO & REFERRAL	\$10,001	\$10,000	\$10,000	\$10,000	
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CDBG SENIOR NUTRITION FUND/FUNCTION: 2100-4800
FEDERAL PROGRAM ID NUMBER 80045

REVENUE

42050	Community Development Block Grant	\$9,999	\$10,000	\$10,000	\$10,000	Funds will be reimbursed through the CDBG program
TOTAL REVENUE		\$9,999	\$10,000	\$10,000	\$10,000	

OPERATING

53750	Grant Awards	\$10,000	\$10,000	\$10,000	\$10,000	Contract subrecipient provides meals for seniors at the Senior Center. A site manager and dietary consultant are provided.
TOTAL OPERATING		\$10,000	\$10,000	\$10,000	\$10,000	

TOTAL CDBG - SENIOR NUTRITION	\$10,000	\$10,000	\$10,000	\$10,000	
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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CDBG SENIOR CASE MANAGEMENT FUND/FUNCTION: 2100-4800
FEDERAL PROGRAM ID NUMBER 80046

REVENUE

42050	Community Development Block Grant	\$10,000	\$10,000	\$10,000	\$10,000	Funds will be reimbursed through the CDBG program
TOTAL REVENUE		\$10,000	\$10,000	\$10,000	\$10,000	

OPERATING

53750	Grant Awards	\$10,000	\$10,000	\$10,000	\$10,000	A consultant provides on-site and in-home case management assessment services and follow-up.
TOTAL OPERATING		\$10,000	\$10,000	\$10,000	\$10,000	

TOTAL CDBG - SENIOR CASE MANAGEMENT	\$10,000	\$10,000	\$10,000	\$10,000	
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CDBG RESIDENTIAL REHABILITATION FUND/FUNCTION: 2100-4850
FEDERAL PROGRAM ID NUMBER 85000

REVENUE

42050	Community Development Block Grant	\$70,571	\$69,584	\$68,292	\$109,505	Funds will be reimbursed through the CDBG program
TOTAL REVENUE		\$70,571	\$69,584	\$68,292	\$109,505	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$12,247	\$13,917	\$10,000	\$9,340	Senior Housing & CDBG Economic Development Manager (8.5%)
50110	Medicare Contribution	\$168	\$0	\$150	\$140	
50120	PERS Contribution-Employee	\$245	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$2,452	\$0	\$2,300	\$2,170	
50210	Group Health Insurance	\$156	\$0	\$120	\$130	
50230	Group Life Insurance	\$19	\$0	\$15	\$20	
50240	Group LTD Insurance	\$86	\$0	\$75	\$70	
50290	Group Flex Benefits	\$0	\$0	\$0	\$980	
TOTAL PERSONNEL SERVICES		\$15,373	\$13,917	\$12,660	\$12,850	

OPERATING

53300	Postage	\$2	\$0	\$4	\$0	
53580	Blueprint and Photocopy	\$11	\$0	\$0	\$0	
53750	Grant Awards	\$38,000	\$0	\$27,000	\$56,000	Grants available to qualifying households
53760	Loan Awards	\$17,185	\$55,667	\$30,000	\$40,655	Loans for housing rehabilitation for qualifying households
TOTAL OPERATING		\$55,197	\$55,667	\$57,004	\$96,655	

TOTAL CDBG - RESIDENTIAL REHAB	\$70,570	\$69,584	\$69,664	\$109,505	
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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CDBG RESIDENTIAL REHABILITATION FUND/FUNCTION: 2100-SC15
FEDERAL PROGRAM ID NUMBER P1601

REVENUE

42050	Community Development Block Grant	\$0	\$0	\$202,309	\$202,309	CDBG Senior Center Construction Design Project 15-16
TOTAL REVENUE		\$0	\$0	\$202,309	\$202,309	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$0	\$0	\$0	\$25,000	20% of program expenditures may be used for Administrative expenses
50110	Medicare Contribution	\$0	\$0	\$0	\$365	
50130	PERS Contribution-Employer	\$0	\$0	\$0	\$5,190	
50230	Group Life Insurance	\$0	\$0	\$0	\$36	
50240	Group LTD Insurance	\$0	\$0	\$0	\$35	
50290	Group Flex Benefits	\$0	\$0	\$0	\$2,304	
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$32,930	

OPERATING

51001	Consulting Fees	\$0	\$0	\$0	\$141,000	
51200	Legal Fees	\$0	\$0	\$0	\$4,500	
51520	Architect Fees	\$0	\$0	\$0	\$19,245	
51990	Other Professional Fees	\$0	\$0	\$0	\$2,000	
53300	Postage	\$0	\$0	\$0	\$200	
53540	Legal Notices and Publication	\$0	\$0	\$0	\$1,000	
53580	Blueprint and Photocopy	\$0	\$0	\$0	\$434	
53590	General Printing and Binding	\$0	\$0	\$0	\$500	
53990	Other	\$0	\$0	\$0	\$100	
54000	Office Supplies				\$200	
54010	Duplicating/Copying Supplies				\$200	
TOTAL OPERATING		\$0	\$0	\$0	\$169,379	

TOTAL CDBG - (2100-SC15-P1601)	\$0	\$0	\$0	\$202,309	
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COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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CDBG RESIDENTIAL REHABILITATION FUND/FUNCTION: 2100-SC16
FEDERAL PROGRAM ID NUMBER P1601

REVENUE

42050	Community Development Block Grant	\$0	\$0	\$0	\$416,188	CDBG Senior Center Construction Design Project 16-17
TOTAL REVENUE		\$0	\$0	\$0	\$416,188	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$0	\$0	\$0	\$23,500	Staff time to administrator program
50110	Medicare Contribution	\$0	\$0	\$0	\$345	
50130	PERS Contribution-Employer	\$0	\$0	\$0	\$5,190	
50230	Group Life Insurance	\$0	\$0	\$0	\$36	
50240	Group LTD Insurance	\$0	\$0	\$0	\$35	
50290	Group Flex Benefits	\$0	\$0	\$0	\$2,304	
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$31,410	

OPERATING

51001	Consulting Fees	\$0	\$0	\$0	\$5,000	Consulting Fees
51200	Legal Fees	\$0	\$0	\$0	\$4,500	Legal fees
51520	Architect Fees	\$0	\$0	\$0	\$5,000	Architect Fees
51990	Other Professional Fees	\$0	\$0	\$0	\$2,000	Other professional fees
53300	Postage	\$0	\$0	\$0	\$100	Postage as needed
53540	Legal Notices and Publication	\$0	\$0	\$0	\$100	Legal notices as required
53580	Blueprint and Photocopy	\$0	\$0	\$0	\$100	Copying expenses
53590	General Printing and Binding	\$0	\$0	\$0	\$100	Printing expense
53990	Other	\$0	\$0	\$0	\$100	Other expenses
54000	Office Supplies	\$0	\$0	\$0	\$50	Office supplies as needed
54010	Duplicating/Copying Supplies	\$0	\$0	\$0	\$50	Copying supplies
54030	Computer Supplies	\$0	\$0	\$0	\$9,000	Computers for Senior Center
54590	Recreation Supplies	\$0	\$0	\$0	\$4,779	Recreation supplies for Senior Center
55100	Buildings and Structures	\$0	\$0	\$0	\$319,899	Construction Costs
55600	Office Furniture and Fixtures	\$0	\$0	\$0	\$34,000	Office furniture and fixtures for Senior Center
TOTAL OPERATING		\$0	\$0	\$0	\$384,778	

TOTAL CDBG - (2100-SC16-P1601)	\$0	\$0	\$0	\$416,188	
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TOTAL CDBG REVENUE	\$388,327	\$317,156	\$318,474	\$777,480	
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TOTAL CDBG EXPENDITURES	\$388,378	\$317,156	\$117,009	\$777,480	
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NET BUDGET EXCESS (SHORTAGE)	(\$51)	\$0	\$201,465	\$0	
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Transitional House

In July 2004, the Covina Redevelopment Agency purchased a home to serve as a transitional house for families who have been homeless and are in need of re-establishing a home. The Covina Housing Authority assumed the duties and functions of the redevelopment agency upon its dissolution, and **manages and maintains the house. A contracted service provider, Catholic Charities of Los Angeles, Inc., (CCLA),** provides a comprehensive system of supportive services including case management, mainstream benefit linkage, income enhancement through employment resources and linkage, and permanent housing resources and placement. Upon entry, an Individual Service Plan is established for each household with stated goals to achieve in order to exit to permanent housing and increase their total income.

Housing is provided rent-free at the three bedroom, three bathroom, residence. Two homeless families reside together in the home, sharing kitchen and living area facilities. The number to be served is estimated to be two adults and up to 5 children at any one time. The maximum length of stay of each family is 12 months and under certain circumstances, the length of stay may be extended. Under no circumstances will any family's length of stay exceed HUD's maximum length of stay of 24-months for transitional housing. However, based on the needs of the individual families, four month's stay is the goal. The families are required to save a percentage of their income so that they will have funds to move on to permanent housing.

Funding for supportive services and operations is provided through a \$96,091 federal Continuum of Care (CoC) grant which is provided through the Los Angeles Homeless Services Authority (LAHSA). The grant requires a 25% match, or \$24,023, which is met through housing funds (\$22,000) and general funds (\$2,023).

At a joint meeting on April 5, 2016, funding was approved for the Fiscal Year 2016-2017 project in the total amount of \$28,600, \$4,577 above the required 25% match for unexpected emergencies at the Transitional House.

Primary goals for the coming fiscal year, in the Transitional House activity include:

- Provide safe housing and effective case management for transitional house clients and their families.
- Achieve the program goals of increased income and permanent housing for clients.
- Oversee the CCLA contract for compliance with federal and LAHSA requirements.
- Maintain the facility and furnishings to provide decent and safe housing.
- Administer the CoC grant to LAHSA requirements.



Special Revenue

FY 2016/17 Adopted Budget

- Monitor program information logged on the Homeless Management Information System (HMIS) which collects client level data, to ensure timely and correct information is available for the quarterly and annual reports.



TRANSITIONAL HOUSING GRANT	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

TRANSITIONAL HOUSING FUND/FUNCTION: 2130-0000

REVENUE

42990	Other Governmental Units	\$0	\$96,060	\$96,090	\$0	
TOTAL REVENUE		\$0	\$96,060	\$96,090	\$0	

TRANSITIONAL HOUSING ADMINISTRATION FUND/FUNCTION: 2130-4400

REVENUE

42990	Other Governmental Units	\$96,091	\$0	\$0	\$96,091	Federal Continuum of Care Grant through Los Angeles Homeless Services Authority.
TOTAL REVENUE		\$96,091	\$0	\$0	\$96,091	

OPERATING

53744	Grant Prg - Supplies	\$0	\$0	\$0	\$300	Case management office supplies
TOTAL OPERATING		\$0	\$0	\$0	\$300	

TRANSITIONAL HOUSING ADMINISTRATION	\$0	\$0	\$0	\$300	
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FEDERAL PROGRAM ID NUMBER 37000

OPERATING

52200	Telephone	\$1,587	\$0	\$0	\$0	
53733	Grant Prg - Transport-Mileage	\$1,426	\$1,510	\$1,510	\$1,000	Case management staff mileage allowance
53734	Grant Prg - Education	\$0	\$2,400	\$2,400	\$300	Expenses related to education/literacy/job training for residents
53735	Grant Prg - Mental Hlth Svcs	\$0	\$3,000	\$3,000	\$400	Expenses related to mental health services for residents
53736	Grant Prg - Child Care	\$992	\$2,813	\$2,813	\$1,700	Child care for children of transitional house residents
53739	Grant Prg - Food	\$164	\$0	\$0	\$270	Emergency food supplies for residents
53741	Grant Prg - Supp Svcs Personnel	\$0	\$58,150	\$0	\$0	
53743	Grant Prg - Transportation	\$152	\$1,958	\$1,958	\$1,500	Transportation costs including bus and taxi passes for residents
53744	Grant Prg - Supplies	\$619	\$0	\$225	\$0	
53755	Grant Prg - Moving Costs	\$0	\$0	\$0	\$600	Resident related moving costs
53756	Grant Prg - Outpatient Svcs	\$0	\$0	\$0	\$500	Expenses related to outpatient health service for residents
53757	Grant Prg - Substance Abuse Trmt	\$0	\$0	\$0	\$200	Substance abuse treatment and testing
TOTAL OPERATING		\$4,940	\$69,831	\$11,906	\$6,470	

TOTAL FEDERAL PROGRAM ID NUMBER 37000	\$4,940	\$69,831	\$11,906	\$6,470	
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FEDERAL PROGRAM ID NUMBER 37001

OPERATING

52150	Trash Removal/Sewer	\$0	\$100	\$100	\$100	Expense of trash removal
52200	Telephone	\$0	\$800	\$433	\$800	Cost of telephone service
53726	Grant Prg - Replacement Reserve	\$0	\$0	\$0	\$964	Reserve amount to be accrued for replacement of major systems of the housing
53737	Grant Prg - Equipment	\$0	\$300	\$300	\$300	Equipment for office/site
53738	Grant Prg - Furnishings	\$0	\$250	\$250	\$300	Furniture repair/replacement
53742	Grant Prg - Operations Personnel	\$0	\$13,380	\$0	\$0	
53744	Grant Prg - Supplies	\$475	\$1,911	\$1,686	\$400	Household, kitchen, bath, cleaning supplies, and RA office supplies
53746	Grant Prg - Maintenance/Repairs	\$194	\$400	\$400	\$400	House maintenance/repairs
53747	Grant Prg - Utilities	\$0	\$1,800	\$1,800	\$300	Gas, electricity, and water costs
53748	Grant Prg - Insurance	\$1,229	\$1,032	\$1,400	\$1,000	Commercial Liability - Grantee
TOTAL OPERATING		\$1,898	\$19,973	\$6,369	\$4,564	

TOTAL FEDERAL PROGRAM ID NUMBER 37001	\$1,898	\$19,973	\$6,369	\$4,564	
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TRANSITIONAL HOUSING GRANT	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FEDERAL PROGRAM ID NUMBER 37002

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$1,431	\$0	\$1,796	\$1,796	City administrative expenses (Shared with CCLA)
50110	Medicare Contribution	\$20	\$0	\$0	\$0	
50120	PERS Contribution-Employee	\$29	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$285	\$0	\$0	\$0	
50210	Group Health Insurance	\$19	\$0	\$0	\$0	
50230	Group Life Insurance	\$2	\$0	\$0	\$0	
50240	Group LTD Insurance	\$11	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$1,796	\$0	\$1,796	\$1,796	

OPERATING

53745	Grant Prg-Administrative	\$0	\$6,286	\$0	\$0	
TOTAL OPERATING		\$0	\$6,286	\$0	\$0	

TOTAL FEDERAL PROGRAM ID NUMBER 37002	\$1,796	\$6,286	\$1,796	\$1,796	
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TOTAL TRANSITIONAL HOUSE - (2130-4400)	\$8,634	\$96,090	\$20,071	\$13,130	
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TRANSITIONAL HOUSING FUND/FUNCTION: 2130-4401

FEDERAL PROGRAM ID NUMBER 37000

OPERATING

53731	Grant Prg - Hsg/Counselg Svcs	\$5,636	\$0	\$0	\$0	
53732	Grant Prg - Employment Assistance	\$5,545	\$0	\$0	\$0	
53741	Grant Prg - Supp Svcs Personnel	\$29,803	\$0	\$58,150	\$54,992	Supportive services salary and benefits
53749	Grant Prg - Life Skill	\$7,020	\$0	\$0	\$0	
53753	Grant Prg - HMIS	\$5,961	\$0	\$0	\$0	
53754	Grant Prg - Outreach Svcs	\$2,859	\$0	\$0	\$0	
TOTAL OPERATING		\$56,824	\$0	\$58,150	\$54,992	

TOTAL FEDERAL PROGRAM ID NUMBER 37000	\$56,824	\$0	\$58,150	\$54,992	
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FEDERAL PROGRAM ID NUMBER 37001

OPERATING

53742	Grant Prg - Operations Personnel	\$26,145	\$0	\$24,779	\$23,479	Operations staff salary and benefits
TOTAL OPERATING		\$26,145	\$0	\$24,779	\$23,479	

TOTAL FEDERAL PROGRAM ID NUMBER 37001	\$26,145	\$0	\$24,779	\$23,479	
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FEDERAL PROGRAM ID NUMBER 37002

OPERATING

53742	Grant Prg - Administrative	\$4,490	\$0	\$4,490	\$4,490	Admin costs incurred by CCLA
TOTAL OPERATING		\$4,490	\$0	\$4,490	\$4,490	

TOTAL FEDERAL PROGRAM ID NUMBER 37002	\$4,490	\$0	\$4,490	\$4,490	
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TOTAL TRANSITIONAL HOUSE - (2130-4401)	\$87,458	\$0	\$87,419	\$82,961	
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TOTAL TRANSITIONAL HOUSING GRANT	\$96,093	\$96,090	\$107,490	\$96,091	
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Building Equipment Reserve

This fund accounts for funds received through the building permit process for permanent storage of project plans as required by the State of California. The funds generated are based on an assessment of 2% of the permit value and will be used for plan microfilming/archiving.



BUILDING EQUIPMENT RESERVE	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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BUILDING EQUIPMENT RESERVE FUND/FUNCTION: 2185-0000

OPERATING

59110	Transfer - General Fund	\$0	\$42,000	\$42,000	\$42,000	Storage of plans
TOTAL OPERATING		\$0	\$42,000	\$42,000	\$42,000	

TOTAL BUILDING EQUIPMENT RESERVE - (2185-0000)	\$0	\$42,000	\$42,000	\$42,000	
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BUILDING EQUIPMENT RESERVE FUND/FUNCTION: 2185-4100

REVENUE

43401	Plan Maint Fee	\$3,084	\$0	\$3,000	\$2,500	Permit Fees
TOTAL REVENUE		\$3,084	\$0	\$3,000	\$2,500	

TOTAL BUILDING EQUIPMENT RESERVE	\$0	\$42,000	\$42,000	\$42,000	
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Community Improvement

This fund accounts for funds received from code enforcement fees imposed on residential rental property within the City limits. These funds are allowed through the Covina Municipal Code Section 1.28. The funds in this fund may be used to recover the overhead costs and attorney fees for administering this program. Two Code Enforcement Officers will be partially paid using these funds.



COMMUNITY IMPROVEMENT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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COMMUNITY IMPROVEMENT FUND/FUNCTION: 2188-4200

REVENUE

43480	Abandoned Property Registration	\$2,000	\$2,000	\$2,000	\$2,000	Abandoned Property Registration
43485	Rental Inspection Fees	\$106,326	\$115,000	\$11,000	\$0	
43490	Other Comm Development Charge	\$104,861	\$120,000	\$3,700	\$50,000	Other Community Development Fees
44800	Code Enforcement Fines	\$1,400	\$2,000	\$14,000	\$2,000	Code Enforcement Fines
48990	Other	\$100	\$0	\$0	\$0	
TOTAL REVENUE		\$214,687	\$239,000	\$30,700	\$54,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$0	\$76,357	\$0	\$76,357	
50110	Medicare Contribution	\$0	\$1,107	\$0	\$1,107	
50130	PERS Contribution-Employer	\$0	\$16,763	\$0	\$16,763	
50210	Group Health Insurance	\$0	\$2,235	\$0	\$2,235	
50230	Group Life Insurance	\$0	\$360	\$0	\$360	
50240	Group LTD Insurance	\$0	\$756	\$0	\$756	
50290	Group Flex Benefits	\$0	\$17,280	\$0	\$17,280	
TOTAL PERSONNEL SERVICES		\$0	\$114,858	\$0	\$114,858	

OPERATING

51005	Consulting Fees	\$32,857	\$25,000	\$25,000	\$25,000	Part-time consultant inspections
51200	Legal Fees	\$3,545	\$50,000	\$50,000	\$50,000	Legal fees
52150	Refuse Collection & Disposal	\$0	\$3,000	\$3,000	\$3,000	Refuse collection and disposal
52990	Other Property Services	\$2,665	\$5,000	\$5,000	\$5,000	Other property services
53100	Dues and Subscriptions	\$5,015	\$0	\$0	\$0	
53200	Training, Conferences and Meetings	\$5,101	\$0	\$0	\$0	
53300	Postage	\$1,107	\$0	\$0	\$0	
53990	Other	\$906	\$0	\$0	\$0	
54000	Office Supplies	\$46	\$0	\$0	\$0	
58200	Public Works Administration	\$26,796	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$7,320	\$3,672	\$3,672	\$3,672	
59110	Transfer-General Fund	\$356,880	\$0	\$356,880	\$0	
TOTAL OPERATING		\$442,238	\$86,672	\$443,552	\$86,672	

TOTAL COMMUNITY IMPROVEMENT	\$442,238	\$201,530	\$443,552	\$201,530	
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Police Department – Police Evidence Reserve

This fund accounts for funds received from Police Evidence searches. Figures are shown for historical purposes only since there is a \$0 balance in the FY 16-17 Adopted Budget.



POLICE DEPARTMENT SPECIAL REVENUES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

POLICE EVIDENCE RESERVE FUND/FUNCTION/PROJECT: 2200-1120

OPERATING

59110	Transfer-General Fund	\$40,000		\$40,000	\$0	
TOTAL OPERATING		\$40,000	\$0	\$40,000	\$0	

TOTAL POLICE EVIDENCE RESERVE	\$40,000	\$0	\$40,000	\$0	
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Police Department – Red Light Camera

This fund accounts for funds received from Red Light Cameras dispersed around the City of Covina. Transfer to the General Fund of \$283,425 is the only operating activity in this fund.



POLICE DEPARTMENT SPECIAL REVENUES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

RED LIGHT CAMERA FUND/FUNCTION/PROJECT: 2210-1130

REVENUE

44150	Red Light Camera Fines	\$526,017	\$0	\$0	\$0	
TOTAL REVENUE		\$526,017	\$0	\$0	\$0	

OPERATING

51450	Red Light Camera Fees	\$210,405	\$0	\$0	\$0	
59110	Transfer-General Fund	\$200,004	\$0	\$0	\$283,425	
TOTAL OPERATING		\$410,409	\$0	\$0	\$283,425	

TOTAL RED LIGHT CAMERA		\$410,409	\$0	\$0	\$283,425	
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Fed Justice

Federal Justice is made up of four separate funds, Federal Treasury Narcotics, Federal Justice Narcotic Seizure, Local Narcotic Seizure and Local 15% Narcotic Seizure. These amounts can potentially be used to support various activities including the following:

- Law enforcement investigations
- Law enforcement training
- Detention facility improvement
- Equipment
- Travel and transportation related to law enforcement duties and activities
- Awards and memorials
- Drug and gang education and awareness programs
- Support of community-based programs

These funds cannot be used to pay the salaries and benefits of current, permanent law enforcement personnel, except in limited circumstances.



POLICE DEPARTMENT SPECIAL REVENUES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FED JUSTICE FUND/FUNCTION/PROJECT: 2222-0000

REVENUE

47200	Interest	\$244	\$0	\$0	\$0	
TOTAL REVENUE		\$244	\$0	\$0	\$0	

OPERATING

52450	Police Admin - Maint	\$0	\$10,000	\$0	\$0	
TOTAL OPERATING		\$0	\$10,000	\$0	\$0	

TOTAL FED JUSTICE		\$0	\$10,000	\$0	\$0	
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Supplemental Law Grant

This State grant provides \$100,000 minimum each year from vehicle license fees. The funds provided for this grant have been allocated to the Patrol Division. Two Community Service Officers are partially paid for out of this fund, with the remainder being paid from General Funds.



POLICE DEPARTMENT SPECIAL REVENUES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

SUPPLEMENTAL LAW ENFORCEMENT GRANT FUND/FUNCTION/PROJECT: 2246-0000

REVENUE

49110	Operating Transfers from General Fund	\$75,000	\$55,060	\$75,000	\$55,060	
TOTAL REVENUE		\$75,000	\$55,060	\$75,000	\$55,060	

SUPPLEMENTAL LAW ENFORCEMENT GRANT FUND/FUNCTION/PROJECT: 2246-1110

REVENUE

42110	Supplemental Law Enforcement Grant	\$30,081	\$0	\$24,800	\$0	
TOTAL REVENUE		\$30,081	\$0	\$24,800	\$0	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$31,286	\$0	\$31,060	\$0	
50110	Medicare Contribution	\$454	\$0	\$450	\$0	
50130	PERS Contribution-Employer	\$6,228	\$0	\$6,170	\$0	
TOTAL PERSONNEL SERVICES		\$37,968	\$0	\$37,680	\$0	

TOTAL SUPP LAW ENF GRANT - (2246-1110)	\$37,968	\$0	\$37,680	\$0	
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SUPPLEMENTAL LAW ENFORCEMENT GRANT FUND/FUNCTION/PROJECT: 2246-1130

REVENUE

42110	Supplemental Law Enforcement Grant	\$90,767	\$100,000	\$46,714	\$70,000	
TOTAL REVENUE		\$90,767	\$100,000	\$46,714	\$70,000	

PERSONNEL SERVICES

50015	Regular Full-Time Employees	\$96,274	\$101,770	\$80,000	\$70,000	(3) Community Resource Officers - 100%
50030	Overtime	\$1,266	\$0	\$4,100	\$0	
50110	Medicare Contribution	\$1,540	\$1,480	\$1,280	\$1,480	
50130	PERS Contribution-Employer	\$19,485	\$22,700	\$17,860	\$23,960	
50210	Group Health Insurance	\$1,461	\$2,980	\$2,880	\$2,980	
50230	Group Life Insurance	\$359	\$480	\$480	\$480	
50240	Group LTD Insurance	\$651	\$1,010	\$870	\$1,010	
50290	Group Flex Benefits	\$20,775	\$23,040	\$23,040	\$23,040	
50710	Clothing Allowance	\$1,600	\$1,800	\$1,600	\$1,600	
TOTAL PERSONNEL SERVICES		\$143,412	\$155,060	\$132,110	\$124,550	

TOTAL SUPP LAW ENF GRANT - (2246-1130)	\$143,412	\$155,060	\$132,110	\$124,550	
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TOTAL SUPP LAW ENF GRANT (ALL FUNDS)	\$181,380	\$155,060	\$169,790	\$124,550	
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Other State Grants

These fund accounts are for grants provided by the State of California. These fund accounts in the past have provided both Employee Training opportunities and Overtime funding for our Police Department, as seen in FY 16-17.



POLICE DEPARTMENT SPECIAL REVENUES			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

OTHER PUBLIC SAFETY GRANTS FUND/FUNCTION: 2270-1130

REVENUE

42090	AV100	Other Federal Grants	\$4,392	\$0	\$0	\$0	
42090	BVP13	Other Federal Grants	\$15,000	\$0	\$15,027	\$0	
42990		Other Federal Grants					
TOTAL REVENUE			\$19,392	\$0	\$15,027	\$0	

PERSONNEL SERVICES

50030	AV100	Overtime	\$4,392	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES			\$4,392	\$0	\$0	\$0	

OPERATING

53210	STEP	Employee Training	\$497	\$0	\$0	\$0	
TOTAL OPERATING			\$497	\$0	\$0	\$0	

TOTAL OTHER PUBLIC SAFETY GRANTS			\$4,889	\$0	\$0	\$0	
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Justice Assistance Grant

This Federal grant provides approximately \$12,000 each year. The funds provided for this grant must be used for assistance with investigation and the Youth Accountability Board (YAB). The YAB program has been extremely valuable in lowering the recidivism rate amongst youth that participate. The program involves the offending juvenile and his/her parents who must agree to participate in the program for a six-month period. All parties agree to the terms of a performance contract governing school attendance, school grades, behavior and attendance at counseling sessions with a mental health professional. Successful completion of the program will result in a non-filing of the case with the juvenile court. Failure to successfully complete the program will result in the referral of the matter to the juvenile court. One (1) Community Service Officer (CSO) is paid for out of this fund.



POLICE DEPARTMENT SPECIAL REVENUES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

JUSTICE ASSISTANCE GRANT (JAG) FUND/FUNCTION: 2271-1120

REVENUE

42080		JAG Grant	\$0	\$10,619	\$0	\$0	
42080	JAG13	JAG Grant	\$11,721	\$0	\$0	\$0	
42080	JAG14	JAG Grant	\$807	\$12,000	\$12,678	\$12,000	
TOTAL REVENUE			\$12,528	\$22,619	\$12,678	\$12,000	

PERSONNEL

50015	JAG13	Regular Part-Time Employees	\$9,969	\$0	\$0	\$0	
50015	JAG14	Regular Part-Time Employees	\$0	\$11,825	\$7,300	\$10,000	
50015	JAG15	Regular Part-Time Employees	\$0	\$10,619	\$0	\$15,430	
50110	JAG13	Medicare Contribution	\$145	\$0	\$0	\$0	
50110	JAG14	Medicare Contribution	\$0	\$170	\$106	\$477	
TOTAL PERSONNEL SERVICES			\$10,113	\$22,614	\$7,406	\$25,907	

TOTAL JUSTICE ASSISTANCE GRANT (JAG)	\$10,113	\$22,614	\$7,406	\$25,907	
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Office of Traffic Safety Grant

This Grant no longer exists and has expired. Fund balance in the 2290 fund is now what remains from the original grant and is now used as a revenue account for impound fees. These funds are then used for traffic educational material.



POLICE DEPARTMENT SPECIAL REVENUES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

TRAFFIC SAFETY FUND/FUNCTION: 2290-1200

REVENUE

43116	Police Fee - Vehicle Impound	\$19,866	\$25,000	\$36,000	\$15,000	Tow fees
TOTAL REVENUE		\$19,866	\$25,000	\$36,000	\$15,000	

OPERATING

59110	Transfer-General Fund	\$60,000	\$0	\$60,000	\$0	
TOTAL OPERATING		\$60,000	\$0	\$60,000	\$0	

TOTAL TRAFFIC SAFETY		\$60,000	\$0	\$60,000	\$0	
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State of California Gasoline Taxes

State of California gasoline taxes are apportioned to cities based on three factors: vehicle registration, assessed valuation and population. These funds are restricted in usage, and are audited annually by the State Controller's Office. These funds may be used for street infrastructure construction, street maintenance, engineering, and project and program administration.



GAS TAX	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

GAS TAX FUND/FUNCTION/PROJECT: 2300-0000

REVENUE

47200	Interest	\$28,795	\$0	\$9,900	\$0	
TOTAL REVENUE		\$28,795	\$0	\$9,900	\$0	

GAS TAX FUND/FUNCTION/PROJECT: 2300-2200

REVENUE

42140	State Gas Tax (2105)	\$294,728	\$284,062	\$284,062	\$305,263	Estimates provided by the State
42141	State Gas Tax (2106)	\$178,551	\$151,251	\$151,251	\$153,802	Estimates provided by the State
42143	State Gas Tax (2107)	\$379,536	\$388,365	\$388,265	\$423,907	Estimates provided by the State
42144	State Gas Tax (2107.5)	\$12,000	\$6,000	\$6,000	\$6,000	Estimates provided by the State
42145	State Gas Tax (2103)	\$526,091	\$225,210	\$225,210	\$115,280	Estimates provided by the State
TOTAL REVENUE		\$1,390,906	\$1,054,888	\$1,054,788	\$1,004,252	

OPERATING

55310	D1412	Street Infrastructure	\$64,600	\$0	\$0	\$0	
55310	P1411	Street Infrastructure	\$15,076	\$0	\$0	\$0	
58220		Streets	\$780,804	\$600,000	\$600,000	\$1,996,562	City-Wide Payment Preservation Program (CIP), Traffic Signal Modification Project (CIP), Traffic Signal Reflective Name Sign Replacement Program (CIP), Shaparro Water System Upgrade Pavement Portion (CIP), CASAD Water System Upgrade Pavement Portion (CIP)
58900		Indirect Cost Allocation	\$4,320	\$0	\$4,360	\$0	
59140		Transfer-Capital Projects Fund	\$0	\$4,920	\$0	\$0	
TOTAL OPERATING			\$864,800	\$604,920	\$604,360	\$1,996,562	

TOTAL GAS TAX - (2300-2200)	\$864,800	\$604,920	\$604,360	\$1,996,562
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GAS TAX FUND/FUNCTION/PROJECT: 2300-2300

OPERATING

52416	F1414	Maint - Street Light System	\$283,038	\$0	\$0	\$0	
58230		Street Lighting	\$267,300	\$67,300	\$56,080	\$200,000	Offset street lighting costs in PW Street Lighting (1010-2300)
TOTAL OPERATING			\$550,338	\$67,300	\$56,080	\$200,000	

TOTAL GAS TAX - (2300-2300)	\$550,338	\$67,300	\$56,080	\$200,000
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GAS TAX FUND/FUNCTION/PROJECT: 2300-2350

OPERATING

51005		Consulting Fees	\$9,700	\$0	\$0	\$0	
58235		Traffic Control	\$130,796	\$0	\$0	\$118,780	Offset street lighting costs in PW Traffic Control (1010-2350)
TOTAL OPERATING			\$140,496	\$0	\$0	\$118,780	

TOTAL GAS TAX 2300-2350	\$140,496	\$0	\$0	\$118,780
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GAS TAX FUND/FUNCTION/PROJECT: 2300-9900

OPERATING

59140		Transfer - Capital Projects Fund	\$191,000	\$0	\$0	\$0	
TOTAL OPERATING			\$191,000	\$0	\$0	\$0	

TOTAL GAS TAX - (2300-9900)	\$191,000	\$0	\$0	\$0
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TOTAL GAS TAX (ALL FUNDS)	\$1,746,634	\$672,220	\$660,440	\$2,315,342
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Proposition A, C and Measure R Local Return Special Revenue Funds

The Proposition A, Proposition C, and Measure R Local Return programs are three one-half cent sales tax measures approved by Los Angeles County voters to finance a countywide transit development program. The Proposition A tax measure was approved in 1980, the Proposition C tax measure was approved in 1990, and Measure R was approved in 2008. As a condition of voter approval, these funds are restricted in their use to developing or improving public transit and related transportation infrastructure. Local return funds are distributed to cities on a per capita basis.

Proposition A Expenditures

The Transportation Division develops and manages the Covina Transit Dial-A-Ride program and supports the Taxi Voucher program for seniors and the disabled with Proposition A funds. These funds also support the Foothill Transit and METRO bus pass subsidy programs and finance a variety of special Parks and Recreation Department event trips attended by seniors, students and the general public. These funds are used for the maintenance, security and operation of the Covina Metrolink station and parking structure, and all City bus stops. These funds can also be used for the design of active transportation projects, street infrastructure projects, and other transportation related improvements.

Proposition C Expenditures

Proposition C funds may be used for improvements of transit facilities, the refurbishment of streets that maintain regular transit service, and bicycle and pedestrian improvements. A majority of the City's Proposition C funds were used to complete bond obligations on the Metrolink Parking Structure. As the bond obligations were completed in 2014, the City is now building its Proposition C fund reserve as a matching fund source for future projects such as the rehabilitation of Grand Avenue and bicycle lanes on various City streets.

Measure R Expenditures

Measure R funds are used by the City as a local match for major transportation construction projects such as the Covina Metrolink Station improvement project which is currently in construction, and the future refurbishment of Grand Avenue. These funds are also used to support street maintenance such as pothole repairs, pavement patches, and citywide sidewalk repairs.



PROPOSITION A	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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PROPOSITION A FUND/FUNCTION: 2400-0000

REVENUE

42210	Proposition A	\$883,203	\$0	\$877,945	\$938,829	MTA 2016 Draft Fund Allocation Projection, National Transit Database (NTD)
47200	Interest	\$15,908	\$0	\$0	\$0	
TOTAL REVENUE		\$899,111	\$0	\$877,945	\$938,829	

PROPOSITION A FUND/FUNCTION: 2400-4300

REVENUE

42210	Proposition A	\$0	\$877,945	\$0	\$0	
47200	Interest	\$0	\$7,000	\$6,500	\$7,000	
TOTAL REVENUE		\$0	\$884,945	\$6,500	\$7,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$62,285	\$14,379	\$33,036	\$86,012	Public Works Director - 10%, Environmental Services & Transportation Manager - 10%, Management Analyst (Transportation) - 100%
50110	Medicare Contribution	\$890	\$1,095	\$454	\$1,247	
50130	PERS Contribution-Employer	\$12,331	\$15,420	\$6,738	\$19,930	
50210	Group Health Insurance	\$47	\$1,602	\$121	\$1,822	
50230	Group Life Insurance	\$188	\$264	\$95	\$216	
50240	Group LTD Insurance	\$435	\$754	\$272	\$600	
50290	Group Flex Benefits	\$3,889	\$12,696	\$1,412	\$13,824	
TOTAL PERSONNEL SERVICES		\$80,065	\$46,210	\$42,128	\$123,650	

OPERATING

51005	Consulting Fees	\$0	\$60,520	\$42,840	\$0	
52200	Telephone	\$1,057	\$1,000	\$600	\$800	Cost of telephone service
53200	Training, Conferences and Meetings	\$10	\$200	\$0	\$0	
53300	Postage	\$750	\$500	\$165	\$500	Postage costs as needed
53580	Blueprint and Photocopy	\$116	\$100	\$55	\$100	Photocopy and printing as needed
53590	General Printing and Binding	\$50	\$200	\$200	\$200	Printing as needed
54000	Office Supplies	\$288	\$300	\$300	\$300	Office supplies as needed
TOTAL OPERATING		\$2,271	\$62,820	\$44,160	\$1,900	

TOTAL PROPOSITION A - (2400-4300)	\$82,336	\$109,030	\$86,288	\$125,550	
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PROPOSITION A	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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PROPOSITION A FUND/FUNCTION: 2400-4350

REVENUE

43550	Transit Parking Permit Fees	\$256,745	\$225,000	\$200,148	\$271,000	
TOTAL REVENUE		\$256,745	\$225,000	\$200,148	\$271,000	

OPERATING

52411	Maint - Parking Facilities	\$3,268	\$5,000	\$0	\$0	
53100	Dues and Subscriptions	\$0	\$0	\$7,250	\$7,093	SGVCOG Annual Dues FY 2016-2017
53200	Training, Conferences and Meetings	\$1,111	\$500	\$0	\$100	Various meetings throughout the year
53500	Promotion Advertising	\$25	\$0	\$0	\$0	
53800	Bank Service Charges	\$0	\$10,500	\$0	\$0	
54000	Office Supplies	\$0	\$500	\$500	\$500	Office supplies as needed
58320	Recreation Services	\$8,807	\$0	\$0	\$10,000	Recreational transit program managed by Parks and Recreation
58350	Senior Services	\$8,396	\$0	\$0	\$0	
59140	Transfer - Capital Projects Fund	\$0	\$5,234	\$0	\$0	
TOTAL OPERATING		\$21,606	\$21,734	\$7,750	\$17,693	

TOTAL PROPOSITION A - (2400-4350)		\$21,606	\$21,734	\$7,750	\$17,693	
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PROPOSITION A FUND/FUNCTION: 2400-4399

OPERATING

58040	City Attorney	\$0	\$0	\$0	\$400	City Attorney review of contracts for Covina Transit, security services, surveillance cameras, package machine maintenance, Metrolink elevator maintenance
TOTAL OPERATING		\$0	\$0	\$0	\$400	

TOTAL PROPOSITION A - (2400-4399)		\$0	\$0	\$0	\$400	
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PROPOSITION A	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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PROPOSITION A FUND/FUNCTION: 2400-TO01

REVENUE

43510	EV Charging Station Fees	\$126	\$120	\$67	\$100	Average charging station revenue
TOTAL REVENUE		\$126	\$120	\$67	\$100	

OPERATING

51990	Other Professional Fees	\$39,751	\$5,500	\$39,540	\$40,000	Clancy Systems, Chargepoint, and Eleavon fees for Metrolink lots
52100	Water Utilities	\$8,003	\$5,500	\$6,384	\$7,000	Water bill at the Metrolink Station paid to City of Covina Water
52120	Electric Utilities	\$27,558	\$25,000	\$15,282	\$20,000	Electric bill at the Metrolink Station paid to Southern California Edison
52320	Lawn/Landscape Care	\$4,502	\$7,000	\$5,211	\$7,000	DH Maintenance - Landscape maintenance at the Metrolink Station
52410	Maint - Improvements Other	\$359	\$25,000	\$19,802	\$25,000	Urban Graffiti - Maintenance at the Metrolink Station
52422	Maint - Parking Facilities	\$53,801	\$30,000	\$27,193	\$30,000	Fire extinguishers, phone charges, supplies, equipment maintenance for Metrolink Station
52480	Maint - Computer Hardware/Software	\$1,334	\$1,500	\$1,000	\$6,000	Pacific Parking - Metrolink parking machine maintenance
53100	Dues and Subscriptions	\$1,229	\$1,100	\$695	\$750	Facility Dude - PW Work Order System
53200	Training, Conferences and Meetings	\$353	\$500	\$0	\$250	Various meetings throughout the year
53300	Postage	\$0	\$500	\$6	\$250	Postage as needed
53500	Promotion Advertising	\$5,142	\$2,000	\$107	\$1,000	Materials for "Bike to Work" Day
53540	Legal Notices and Publications	\$788	\$300	\$0	\$300	Advertisement for Metrolink security services and elevator maintenance service bids
53560	Ordinance Publication	\$0	\$300	\$0	\$300	Signage update per PD request on CVC code - Electric vehicle stalls
53580	Blueprint and Photocopy	\$0	\$300	\$0	\$0	
53590	General Printing and Binding	\$0	\$2,000	\$0	\$2,000	Printing as needed
53795	Metrolink Commuter Parking Sub	\$51,200	\$0	\$55,200	\$56,000	Metrolink parking subsidy for city residents
54010	Duplicating/Copying Supplies	\$0	\$200	\$0	\$0	
54020	Envelopes and Letterheads	\$0	\$100	\$0	\$0	
54350	Special Supplies	\$34	\$100	\$0	\$0	
TOTAL OPERATING		\$194,054	\$106,900	\$170,420	\$195,850	

TOTAL PROPOSITION A - (2400-TO01)	\$194,054	\$106,900	\$170,420	\$195,850	
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PROPOSITION A	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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PROPOSITION A FUND/FUNCTION: 2400-TO02

REVENUE

43500	Transit Fares	\$3,823	\$4,000	\$3,400	\$4,000	Bus pass sales revenue
TOTAL REVENUE		\$3,823	\$4,000	\$3,400	\$4,000	

OPERATING

52200	Telephone	\$595	\$600	\$418	\$600	Cost of telephone service
53420	Bus Passes - MTA	\$5,873	\$8,000	\$5,725	\$7,000	LA County Metro Bus Pass Subsidy
53430	Bus Passes - Foothill	\$7,362	\$10,000	\$7,750	\$9,000	Foothill Transit Bus Pass Subsidy
TOTAL OPERATING		\$13,830	\$18,600	\$13,893	\$16,600	

TOTAL PROPOSITION A - (2400-TO02)	\$13,830	\$18,600	\$13,893	\$16,600	
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PROPOSITION A FUND/FUNCTION: 2400-TO03

OPERATING

53790	Transit Ops - Covina Transit	\$548	\$1,000	\$235	\$1,000	Yellow Cab Taxi Vouchers
TOTAL OPERATING		\$548	\$1,000	\$235	\$1,000	

TOTAL PROPOSITION A - (2400-TO03)	\$548	\$1,000	\$235	\$1,000	
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PROPOSITION A FUND/FUNCTION: 2400-TO04

OPERATING

52410	Maint - Improvements Other	\$24,767	\$35,000	\$24,191	\$35,000	Urban Graffiti - Bus shelter maintenance and pressure washing as needed
TOTAL OPERATING		\$24,767	\$35,000	\$24,191	\$35,000	

TOTAL PROPOSITION A - (2400-TO04)	\$24,767	\$35,000	\$24,191	\$35,000	
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PROPOSITION A FUND/FUNCTION: 2400-TO05

OPERATING

53100	Dues and Subscriptions	\$6,539	\$6,600	\$6,534	\$7,000	Urban Graffiti - Bus shelter maintenance and pressure washing as needed
TOTAL OPERATING		\$6,539	\$6,600	\$6,534	\$7,000	

TOTAL PROPOSITION A - (2400-TO05)	\$6,539	\$6,600	\$6,534	\$7,000	
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PROPOSITION A FUND/FUNCTION: 2400-TO06

OPERATING

58350	Senior Services	\$0	\$0	\$0	\$8,000	Senior recreational transit program managed by Parks and Recreation
TOTAL OPERATING		\$0	\$0	\$0	\$8,000	

TOTAL PROPOSITION A - (2400-TO06)	\$0	\$0	\$0	\$8,000	
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PROPOSITION A	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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PROPOSITION A FUND/FUNCTION: 2400-TO09

OPERATING

52200	Telephone	\$3,915	\$5,000	\$3,957	\$5,000	Cost of telephone service
53200	Training, Conferences and Meetings	\$35	\$0	\$0	\$0	
53300	Postage	\$0	\$1,000	\$0	\$500	USPO, Mailing for Covina Transit ID cards
53500	Promotion Advertising	\$579	\$500	\$0	\$200	Supplies needed for Covina Transit ID cards
53540	Legal Notices and Publications	\$0	\$0	\$0	\$200	Advertising of Covina Transit bid
53580	Blueprint and Photocopy	\$0	\$1,000	\$0	\$500	Printing of Covina Transit ID cards
53790	Transit Ops - Covina Transit	\$388,952	\$485,000	\$330,892	\$430,500	1 year extension of current contract
54010	Duplicating/Copying Supplies	\$0	\$500	\$0	\$500	Printing Covina Transit Riders Guide
54020	Envelopes and Letterheads	\$0	\$500	\$0	\$250	Envelopes to mail Covina Transit ID cards
54210	Photography Supplies	\$0	\$200	\$0	\$0	
54350	Special Supplies	\$241	\$100	\$0	\$0	
TOTAL OPERATING		\$393,722	\$493,800	\$334,849	\$437,650	

TOTAL PROPOSITION A - (2400-TO09)	\$393,722	\$493,800	\$334,849	\$437,650	
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PROPOSITION A FUND/FUNCTION: 2400-TO11

REVENUE

43550	Transit Parking Permit Fees	\$5,200	\$0	\$0	\$0	Bus pass sales revenue
TOTAL REVENUE		\$5,200	\$0	\$0	\$0	

OPERATING

52310	Security Services	\$171,236	\$114,680	\$114,680	\$220,000	Rebid security contract, Metrolink surveillance camera system procurement
TOTAL OPERATING		\$171,236	\$114,680	\$114,680	\$220,000	

TOTAL PROPOSITION A - (2400-TO11)	\$171,236	\$114,680	\$114,680	\$220,000	
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PROPOSITION A FUND/FUNCTION: 2400-TO13

OPERATING

51005	Consulting Fees	\$3,189	\$0	\$0	\$0	
51990	Other Professional Fees	\$108,416	\$200,000	\$3,435	\$50,000	Consultant for Covina Transit RFP
52410	Maint - Improvements Other	\$0	\$25,000	\$0	\$0	
TOTAL OPERATING		\$111,605	\$225,000	\$3,435	\$50,000	

TOTAL PROPOSITION A - (2400-TO13)	\$111,605	\$225,000	\$3,435	\$50,000	
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TOTAL PROPOSITION A (ALL FUNDS)	\$1,020,243	\$1,132,344	\$762,275	\$1,114,743	
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PROPOSITION C			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

PROPOSITION C FUND/FUNCTION/PROJECT: 2405-0000

REVENUE

42220		Prop C - Streets Prop C	\$709,834	\$0	\$728,232	\$755,824	MTA 2016 Draft Fund Allocation Projection
47200		Interest	\$16,195	\$0	\$0	\$0	
TOTAL REVENUE			\$726,029	\$0	\$728,232	\$755,824	

OPERATING

59140		Transfer - Capital Projects Fund	\$484,064	\$109,730	\$22,621	\$60,000	Transit Vehicle Replacement (CIP)
TOTAL OPERATING			\$484,064	\$109,730	\$22,621	\$60,000	

TOTAL PROPOSITION C - (2405-0000)	\$484,064	\$109,730	\$22,621	\$60,000			
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PROPOSITION C FUND/FUNCTION/PROJECT: 2405-2100

OPERATING

51005	T1501	Consulting Fees	\$0	\$21,060	\$21,060	\$0	
TOTAL OPERATING			\$0	\$21,060	\$21,060	\$0	

TOTAL PROPOSITION C - (2405-2100)	\$0	\$21,060	\$21,060	\$0			
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PROPOSITION C FUND/FUNCTION/PROJECT: 2405-2200

REVENUE

42220		Prop C - Streets Prop C	\$0	\$728,232	\$0	\$0	
TOTAL REVENUE			\$0	\$728,232	\$0	\$0	

OPERATING

59140		Transfer - Capital Projects Fund	\$0	\$28,280	\$0	\$1,390,890	Grand Ave Resurfacing (CIP), Grand Ave Median Rehab (CIP), Covina Bike Network Phase II (CIP), Town Center Specific Plan Update
TOTAL OPERATING			\$0	\$28,280	\$0	\$1,390,890	

TOTAL PROPOSITION C - (2405-2200)	\$0	\$28,280	\$0	\$1,390,890			
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PROPOSITION C FUND/FUNCTION/PROJECT: 2405-4350

REVENUE

43600		Property Rental Fees	\$31,200	\$31,200	\$32,448	\$33,000	Cell tower lease revenue at Metrolink structure
TOTAL REVENUE			\$31,200	\$31,200	\$32,448	\$33,000	

OPERATING

52422	F2525	Maint - Parking Facilities	\$214,182	\$0	\$0	\$0	
TOTAL OPERATING			\$214,182	\$0	\$0	\$0	

DEBT SERVICE

56010		Bond Principal	\$0	\$0	\$450,000	\$0	
56050		Bond Interest	\$0	\$0	\$47,200	\$0	
TOTAL DEBT SERVICE			\$0	\$0	\$497,200	\$0	

TOTAL PROPOSITION C - (2405-4350)	\$214,182	\$0	\$497,200	\$0			
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TOTAL PROPOSITION C (ALL FUNDS)	\$698,246	\$159,070	\$540,881	\$1,450,890			
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MEASURE R	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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MEASURE R FUND / FUNCTION: 2410-0000

REVENUE

42221		Measure R	\$532,150	\$0	\$546,181	\$566,827	MTA 2017 Draft Fund Allocation Projection
47200		Interest	\$15,748				
TOTAL REVENUE			\$532,150	\$0	\$546,181	\$566,827	

OPERATING

59140		Transfer - Capital Projects Fund	\$0	\$412,039	\$422,481	\$696,060	Grand Ave Resurfacing (CIP), Regulatory Sign Replacement Program (CIP), City-Wide Concrete Repair Program (CIP)
TOTAL OPERATING			\$0	\$412,039	\$422,481	\$696,060	

TOTAL MEASURE R - (2410-0000)	\$0	\$412,039	\$422,481	\$696,060	
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MEASURE R FUND / FUNCTION: 2410-4350

REVENUE

42221		Measure R	\$0	\$546,181	\$0	\$0	
TOTAL REVENUE			\$0	\$546,181	\$0	\$0	

OPERATING

55200	T814B	Improvements - Not Bldgs/Structures	\$0	\$249,112	\$0	\$0	
58220		Streets	\$134,186	\$200,900	\$200,900	\$150,000	Pothole and concrete repair
59140		Transfer - Capital Projects Fund	\$358,282	\$28,689	\$0	\$0	
TOTAL OPERATING			\$492,468	\$478,701	\$200,900	\$150,000	

TOTAL MEASURE R - (2410-4350)	\$492,468	\$478,701	\$200,900	\$150,000	
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TOTAL MEASURE R (ALL FUNDS)	\$492,468	\$890,740	\$623,381	\$846,060	
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State Transportation Development Act (TDA) Special Revenue Funds

The California State Transit Development Act of 1971 provides funding on a per capita basis to California cities for transit and non-transit related purposes that comply with regional transportation plans. The City receives TDA funds for the construction of pedestrian and bicycle facilities.



TRANSPORTATION DEVELOPMENT ACT			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

TRANSPORTATION DEVELOPMENT ACT FUND/FUNCTION/PROJECT: 2407-0000

REVENUE

42122		Bicycle - Pedestrian Grant	\$0	\$53,600	\$100,017	\$24,000	
47200		Interest	\$108	\$0	\$0	\$0	
TOTAL REVENUE			\$108	\$53,600	\$100,017	\$24,000	

OPERATING

52422		Maint - Parking Facilities BIKEHUB	\$0	\$59,186	\$59,186	\$24,000	BikeHub management costs, Restroom/lock unit supplies
TOTAL OPERATING			\$0	\$59,186	\$59,186	\$24,000	

TOTAL TRANSPORTATION DEVELOPMENT ACT 2407-0000			\$0	\$59,186	\$59,186	\$24,000	
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TRANSPORTATION DEVELOPMENT ACT FUND/FUNCTION/PROJECT: 2407-2200

REVENUE

42122		Bicycle - Pedestrian Grant	\$12,237	\$0	\$0	\$0	
TOTAL REVENUE			\$12,237	\$0	\$0	\$0	

TRANSPORTATION DEVELOPMENT ACT FUND/FUNCTION/PROJECT: 2407-4350

OPERATING

52422	T814B	Buildings and Structures	\$0	\$40,832	\$40,831	\$0	
TOTAL OPERATING			\$0	\$40,832	\$40,831	\$0	

TOTAL TRANSPORTATION DEVELOPMENT ACT (ALL FUNDS)			\$0	\$100,018	\$100,017	\$24,000	
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State Air Quality Improvement Funds

The State Air Quality Improvement program was established in 2007 to fund clean vehicle and equipment projects, including alternative fuels. The City of Covina has used these funds in support of its compressed natural gas fueling station at the City Yard.



AIR QUALITY IMPROVEMENT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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AIR QUALITY IMPROVEMENT FUND / FUNCTION: 2500-0000

REVENUE

47200	Interest	\$247	\$0	\$0	\$0	
TOTAL REVENUE		\$247	\$0	\$0	\$0	

AIR QUALITY IMPROVEMENT FUND / FUNCTION: 2500-2600

REVENUE

42900	Motor Vehicle Environmental	\$60,291	\$60,000	\$60,000	\$60,000	SCAQMD - Quarterly AB2766 Receipts
TOTAL REVENUE		\$60,291	\$60,000	\$60,000	\$60,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$0	\$100	\$100	\$0	
50090	Other Pay	\$1,875	\$1,800	\$663	\$0	
50110	Medicare Contribution	\$20	\$25	\$9	\$0	
50210	Group Health Insurance	\$18	\$25	\$11	\$0	
50230	Group Life Insurance	\$3	\$10	\$2	\$0	
50240	Group LTD Insurance	\$0	\$5	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$1,917	\$1,965	\$785	\$0	

OPERATING

53743	Grant Prg - Transportation	\$0	\$0	\$0	\$30,000	Alternative Fuel Rebate Program to residents for alternative fuel vehicle purchases
53990	Other	\$5,929	\$9,000	\$3,610	\$6,000	City of Covina Employees, Transit reimbursement per IRS guidelines, decrease in number of City employees
58900	Indirect Cost Allocation	\$2,950	\$2,270	\$2,270	\$2,270	
TOTAL OPERATING		\$8,879	\$11,270	\$5,880	\$38,270	

TOTAL AIR QUALITY IMPROVEMENT - (2500-2600)	\$10,796	\$13,235	\$6,665	\$38,270	
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AIR QUALITY IMPROVEMENT FUND / FUNCTION: 2500-2610

REVENUE

48790	Cash Overage/Shortage	(\$1)	\$0	\$0	\$0	
TOTAL REVENUE		(\$1)	\$0	\$0	\$0	

OPERATING

58900	Indirect Cost Allocation	(\$4,640)	\$0	\$0	\$0	
TOTAL OPERATING		(\$4,640)	\$0	\$0	\$0	

TOTAL AIR QUALITY IMPROVEMENT - (2500-2610)	(\$4,640)	\$0	\$0	\$0	
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TOTAL AIR QUALITY IMPROVEMENT (ALL FUNDS)	\$6,156	\$13,235	\$6,665	\$38,270	
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State Department of Conservation Used Oil Payment Program and Beverage Container Recycling Grant

The State Department of Resources, Recycling and Recovery (CalRecycle) administers a program to provide opportunities for local governments to receive payments in return for the staging of used oil filter and used oil recycling events. Funds for this program are distributed on a per capita basis, and the City of Covina contracts with a private company to coordinate these events.

The State Department of Resources, Recycling and Recovery (CalRecycle) also administers a program to provide opportunities for local governments to receive payments in return for the establishment of beverage container recycling and litter abatement projects.



OIL PAYMENT PROGRAM	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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OIL PAYMENT PROGRAM FUND / FUNCTION: 2530-5550

REVENUE

42165	Oil Block Grant	\$13,606	\$13,800	\$13,566	\$13,800	State of California - Grant funds for vehicle used oil and used oil filter recycling
TOTAL REVENUE		\$13,606	\$13,800	\$13,566	\$13,800	

OPERATING

51005	Consulting Fees	\$2,480	\$5,000	\$5,000	\$5,000	Consultant to assist with oil recycling program
53500	Promotion Advertising	\$2,505	\$0	\$0	\$2,746	
54150	Promotion Supplies	\$19,534	\$8,800	\$8,800	\$6,054	Oil container and oil spout purchases
58900	Indirect Cost Allocation	\$240	\$394	\$394	\$394	Indirect cost allocations removed
TOTAL OPERATING		\$24,759	\$14,194	\$14,194	\$14,194	

TOTAL OIL PAYMENT PROGRAM	\$24,759	\$14,194	\$14,194	\$14,194	
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DEPARTMENT OF CONSERVATION BEVERAGE GRANT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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DEPARTMENT OF CONSERVATION BEVERAGE GRANT FUND / FUNCTION: 2620-5550

REVENUE

42190	Other State Grants	\$12,703	\$13,000	\$13,041	\$13,000	State of California, Grant for bottles and cans recycling
TOTAL REVENUE		\$12,703	\$13,000	\$13,041	\$13,000	

OPERATING

54990	General Supplies	\$0	\$27,500	\$0	\$13,000	Possible purchase of Big Belly Solar Compactors
58900	Indirect Cost Allocation	\$840	\$618	\$618	\$618	
TOTAL OPERATING		\$840	\$28,118	\$618	\$13,618	

TOTAL DEPARTMENT OF CONSERVATION BEVERAGE GRANT		\$840	\$28,118	\$618	\$13,618	
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Cultural Arts

The Cultural Arts Advisory Commission has been temporarily suspended, however, the two events previously organized through the Commission will still be provided to the community through staff efforts.

The Chalk Art Festival is held each April in conjunction with Autism Awareness Month and in partnership with AutismHwy.com. More than 750 visitors throughout the day enjoy seeing the walkways of Heritage Plaza come to life as professional, amateur, and student artists spend hours on their hands and knees recreating major masterpieces! The event includes music, vendors, food and more!

The Dia de Los Muertos Celebration held in the fall has become one of the most popular city events. This year's event will be in partnership with Forest Lawn Mortuary - Covina Hills and held on their property. The event has craft and food vendors, individual altars, a Procession, Aztec Dancing, and live music. The event attracts over 5,000 guests and will be in its 6th year.



PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

CULTURAL ARTS FUND/FUNCTION: 2600-3800

REVENUE

43311	Community Special Event Fees	\$4,964	\$4,920	\$4,920	\$5,200	Vendor fees and entry fees
48100	Donations and Contributions	\$1,976	\$840	\$0	\$2,450	Donors/Sponsorships
TOTAL REVENUE		\$6,940	\$5,760	\$4,920	\$7,650	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$1,304	\$1,520	\$1,461	\$1,630	
50110	Medicare Contribution	\$19	\$20	\$21	\$30	
50130	PERS Contribution-Employer	\$25	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$1,348	\$1,540	\$1,482	\$1,660	

OPERATING

51600	Recreation Program Fees	\$3,155	\$4,200	\$4,100	\$4,200	Drum circle for Chalk Art, Band for Chalk Art, Day of the Dead event for Forest Lawn
52690	Rentals - Other Equipment	\$1,834	\$600	\$526	\$700	Umbrella rental for Chalk Art
53010	General Insurance	\$1,293	\$1,500	\$1,263	\$2,500	Event liability insurance
53500	Promotion Advertising	\$234	\$900	\$0	\$800	Chalk Art Banner
53590	General Printing and Binding	\$261	\$760	\$550	\$500	Program flyers
54510	Arts and Crafts Supplies	\$743	\$1,300	\$717	\$650	Craft supplies
54590	Recreation Supplies	\$945	\$790	\$500	\$500	Plaques, balloons, posterboard, tape, trash bags
58900	Indirect Cost Allocation	\$1,320	\$1,170	\$1,280	\$1,170	
TOTAL OPERATING		\$9,786	\$11,220	\$8,936	\$11,020	

TOTAL CULTURAL ARTS	\$11,134	\$12,760	\$10,418	\$12,680	
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QUIMBY FEES FUND/FUNCTION: 2604-0000

OPERATING

59140	Transfer - Capital Projects Fund	\$0	\$556,000	\$0	\$30,000	Banna Park Conceptual Design (CIP)
TOTAL OPERATING		\$0	\$556,000	\$0	\$30,000	

TOTAL QUIMBY FEES	\$0	\$556,000	\$0	\$30,000	
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TEEN PROGRAM DONATIONS FUND/FUNCTION: 2958-3200

REVENUE

48100	Donations and Contributions	\$0	\$780	\$272	\$780	
TOTAL REVENUE		\$0	\$780	\$272	\$780	

OPERATING

51600	Recreation Program Fees	\$0	\$180	\$0	\$180	DJ for event
54410	Food Supplies and Meals	\$0	\$200	\$272	\$200	Event refreshments
54590	Recreation Supplies	\$108	\$400	\$0	\$400	Event supplies
58900	Indirect Cost Allocation	\$0	\$19	\$20	\$19	
TOTAL OPERATING		\$108	\$799	\$292	\$799	

TOTAL TEEN PROGRAM DONATIONS	\$108	\$799	\$292	\$799	
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PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

CULTURAL ARTS - VINTAGE YEARS DONATIONS FUND/FUNCTION 2960-3800

REVENUE

48100	Donations and Contributions	\$0	\$200	\$0	\$0	
TOTAL REVENUE		\$0	\$200	\$0	\$0	

OPERATING

51990	Other Professional Fees	\$0	\$100	\$0	\$100	Vintage Year picture repairs
53590	General Printing and Binding	\$0	\$40	\$0	\$40	School tour materials
54990	General Supplies	\$68	\$80	\$85	\$100	Docent Thank You gifts
58900	Indirect Cost Allocation	\$120	\$94	\$100	\$94	
TOTAL OPERATING		\$188	\$294	\$185	\$334	

TOTAL CULTURAL ARTS - VINTAGE YEARS DONATIONS	\$188	\$294	\$185	\$334	
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WAR MEMORIAL DONATIONS FUND/FUNCTION: 2961-3000

REVENUE

48100	Donations and Contributions	\$2,960	\$0	\$9,210	\$0	
TOTAL REVENUE		\$2,960	\$0	\$9,210	\$0	

OPERATING

51600	Recreation Program Fees	\$4,677	\$0	\$4,700	\$0	
53590	General Printing and Binding	\$981	\$0	\$1,270	\$0	
54350	Special Supplies	\$2,705	\$0	\$3,240	\$0	
TOTAL OPERATING		\$8,363	\$0	\$9,210	\$0	

TOTAL WAR MEMORIAL DONATIONS	\$8,363	\$0	\$9,210	\$0	
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JOSLYN GRANT DONATIONS FUND/FUNCTION: 2963-3500

OPERATING

55100	Buildings and Structures	\$0	\$20,150	\$0	\$20,150	
58900	Indirect Cost Allocation	\$480	\$574	\$480	\$574	
TOTAL OPERATING		\$480	\$20,724	\$480	\$20,724	

TOTAL JOSLYN GRANT DONATIONS	\$480	\$20,724	\$480	\$20,724	
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RECREATION SERVICES - YOUTH DONATIONS FUND/FUNCTION: 2965-3200

REVENUE

48100	Donations and Contributions	\$1,225	\$1,000	\$1,000	\$1,000	Donors/Sponsorships
TOTAL REVENUE		\$1,225	\$1,000	\$1,000	\$1,000	

OPERATING

59110	Transfer - General Fund	\$1,620	\$0	\$0	\$0	
TOTAL YOUTH DONATIONS		\$1,620	\$0	\$0	\$0	

TOTAL RECREATION SERVICES - YOUTH DONATIONS	\$1,620	\$0	\$0	\$0	
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PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

WEBB BERGER GRANT - LEADERS IN TRAINING DONATIONS FUND/FUNCTION: 2967-3100

REVENUE

43305	Volunteer Service Fees	\$2,679	\$3,100	(\$3,349)	\$3,100	Leaders-in-Training participant fees, LIT
48100	Donations and Contributions	\$5,000	\$5,000	\$5,000	\$5,000	Jr Lifeguard participant fees
						Webb Foundation Grant
TOTAL REVENUE		\$7,678.75	\$8,100.00	\$1,651.25	\$8,100.00	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$47	\$420	\$0	\$170	
50110	Medicare Contribution	\$1	\$10	\$0	\$10	
TOTAL PERSONNEL SERVICES		\$48	\$430	\$0	\$180	

OPERATING

51600	Recreation Program Fees	\$0	\$280	\$530	\$400	Blueray Jr Lifeguard training
53590	General Printing and Binding	\$369	\$740	\$880	\$560	Program flyers, Applications, Handbooks, Reports, Logs, Forms, Certificates
54350	Special Supplies	\$3,809	\$4,673	\$4,995	\$5,660	Gift cards for program participants, Jr Lifeguard certifications, Special rewards
54410	Food Supplies and Meals	\$0	\$70	\$70	\$105	PRIDE candy
54430	Clothing and Equipment	\$1,193	\$1,020	\$1,020	\$1,086	T-shirts, swimsuits, visors, lanyards, pouches, and badges for program participants
58900	Indirect Cost Allocation	\$840	\$887	\$890	\$887	
TOTAL OPERATING		\$6,211	\$7,670	\$8,385	\$8,698	

TOTAL WEBB BERGER GRANT	\$6,258.90	\$8,100.00	\$8,385.00	\$8,877.60	
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SENIOR FUNDRAISING DONATIONS FUND/FUNCTION: 2968-3500

REVENUE

48100	Donations and Contributions	\$160	\$2,600	\$0	\$1,200	Donors/Sponsorships
TOTAL REVENUE		\$160	\$2,600	\$0	\$1,200	

OPERATING

51600	Recreation Program Fees	\$0	\$1,500	\$0	\$750	Entertainment for events
54410	Food Supplies and Meals	\$0	\$881	\$0	\$300	Refreshments for events
54590	Recreation Supplies	\$0	\$100	\$0	\$150	Centerpieces and decorations
58900	Indirect Cost Allocation	\$120	\$119	\$119	\$119	
TOTAL OPERATING		\$120	\$2,600	\$119	\$1,319	

TOTAL SENIOR FUNDRAISING DONATIONS	\$120.00	\$2,600.00	\$119.00	\$1,319.00	
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GRANDMOTHERS CLUB DONATIONS FUND/FUNCTION: 2969-3500

REVENUE

48100	Donations and Contributions	\$1,403	\$2,310	\$0	\$1,500	Grandmother's Tea Party registrations, Opportunity drawings
48990	Other	\$349	\$0	\$0	\$0	
TOTAL REVENUE		\$1,752	\$2,310	\$0	\$1,500	

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$178	\$180	\$0	\$180	Staffing for Grandmothers Tea
50110	Medicare Contribution	\$3	\$10	\$0	\$10	
TOTAL PERSONNEL SERVICES		\$181	\$190	\$0	\$190	

OPERATING

51600	Recreation Program Fees	\$200	\$250	\$0	\$250	Entertainment for event
53100	Dues and Subscriptions	\$0	\$0	\$0	\$600	Red Hat Society annual dues
53590	General Printing and Binding	\$0	\$60	\$0	\$60	Flyers and tickets
54410	Food Supplies and Meals	\$1,508	\$1,600	\$0	\$1,200	Grandmother's Tea Party catering
54590	Recreation Supplies	\$75	\$210	\$61	\$200	Grandmother's Tea Party decorations
58900	Indirect Cost Allocation	\$600	\$553	\$553	\$553	
TOTAL OPERATING		\$2,383	\$2,673	\$614	\$2,863	

TOTAL GRANDMOTHERS CLUB DONATIONS	\$2,564	\$2,863	\$614	\$3,053	
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PARKS & RECREATION	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

PLUNGE - AQUATICS FUND/FUNCTION: 2959-3700

OPERATING

52400	Maint - Buildings/Structures	\$2,850	\$0	\$0	\$0	
TOTAL OPERATING		\$2,850	\$0	\$0	\$0	
TOTAL PLUNGE - AQUATICS		\$2,850	\$0	\$0	\$0	

Municipal Parking District and Shoppers Lane Parking Improvement Area

The Municipal Parking District is charged with the upkeep and maintenance of the City's parking lots in the Downtown Covina area, including the Civic Center parking structure. This Municipal Parking District is funded by a variety of sources, including a property tax assessment on Downtown Covina property owners, lease revenue, and parking permit sales revenue. Expenditures are restricted to items directly related to the maintenance and operations of the parking district, including the City's parking enforcement contract.

The Shoppers Lane Parking Improvement area is funded with an annual fee added to the business licenses of Shoppers Lane merchants and parking permit sales revenues. Expenditures are restricted to items directly related to the maintenance and operations of the parking area, including the City's parking enforcement contract.



MUNICIPAL PARKING DISTRICT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION/PROJECT: 2700-2800

REVENUE

40120		Secured Property Tax - Current	\$94,246	\$60,000	\$89,298	\$49,078	Property tax assement revenue for the Downtown Parking District
40140		Unsecured Property Tax - Current	\$1,623	\$0	\$311	\$0	
40160		Secured/Unsecured - Prior Year	\$1,636	\$0	\$43	\$0	
40180		Supplemental Roll - Current Year	\$3,488	\$0	\$154	\$0	
40185		Supplemental Roll - Prior Year	\$1	\$0	\$0	\$0	
40190		Interest on Property Tax	\$517	\$0	\$1,852	\$1,000	Interest accrued on Property Tax
42100		Homeowners Exemption	\$12	\$0	\$5	\$5	
43280		Parking Permit Fees	\$35,312	\$30,000	\$30,000	\$30,000	Parking permit sales revenue for the Downtown Parking District
43285		Parking Meter Fees	\$0	\$0	\$100	\$0	
43510		EV Charging Station Fees	\$807	\$500	\$500	\$500	Revenue from electric vehicle charger at Civic Center Structure
43600		Property Rental Fees	\$46,200	\$42,000	\$46,200	\$46,200	Rental income from ATM's at Second and Badillo
TOTAL REVENUE			\$183,841	\$132,500	\$168,463	\$126,783	

OPERATING

51170		Property Tax Administration Fees	\$87	\$100	\$86	\$86	
51530		Engineering Fees	\$1,619	\$3,000	\$1,580	\$3,950	Required annual assessment reports, Public hearing notice
51990		Other Professional Fees	\$8,370	\$3,672	\$8,000	\$8,600	Parking permit, credit card, and vehicle charger fees.
52100		Water Utilities	\$3,521	\$3,300	\$2,800	\$3,200	Water for facilities
52120		Electric Utilities	\$10,677	\$12,500	\$12,583	\$13,086	Electricity for facilities
52200		Telephone	\$1,186	\$1,200	\$1,146	\$1,152	Elevator telephone at Downtown parking structure
52320		Lawn/Landscape Care	\$6,910	\$7,200	\$6,992	\$7,776	Metrolink Station landscape maintenance, Municipal parking lot landscape maintenance
52412		Maint - Street Infrastructure	\$174	\$0	\$0	\$0	
52416	F1414	Maint - Street Light System	\$34,553	\$0	\$0	\$0	
52422		Maint-Parking Facilities	\$5,326	\$22,028	\$22,254	\$22,180	Elevator maintenance, Elevator repairs, Fire extinguisher maintenance, EV charging station maintenance, Fire alarm maintenance, Parking machine maintenance
52490		Maint-Other Equipment	\$891	\$1,000	\$994	\$1,000	General and lighting supplies
53100		Dues and Subscriptions	\$737	\$0	\$0	\$0	
53500		Promotion Advertising	\$21	\$300	\$0	\$300	Print updated parking brochures
53540		Legal Notices and Publications	\$95	\$100	\$0	\$0	
53580		Blueprint and Photocopy	\$0	\$100	\$0	\$0	
54610		Cleaning Supplies	\$133	\$200	\$0	\$200	Cleaning supplies as needed
58130		Parking Control	\$30,000	\$30,000	\$30,000	\$30,000	Parking Enforcement Contract
58220		Streets	\$7,800	\$7,800	\$7,800	\$7,800	Funding for Street Div work on zone maintenance and repairs, washing stairwells, cleaning garages, etc.
58290		Yard Center	\$30,000	\$30,000	\$30,000	\$30,000	Funding for Building maintenance, daily work on parking structure and maintenance, cleaning services, etc.
58435		Transit Operation	\$0	\$0	(\$6,500)	\$0	
58900		Indirect Cost Allocation	\$7,800	\$6,699	\$6,699	\$6,699	
59140		Transfer - Capital Projects Fund	\$0	\$0	\$50,000	\$0	
TOTAL OPERATING			\$149,902	\$129,199	\$174,434	\$136,029	

TOTAL MUNICIPAL PARKING DISTRICT	\$149,902	\$129,199	\$174,434	\$136,029	
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SHOPPER'S LANE PARKING DISTRICT	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION: 2750-2800

REVENUE

40500	Business Registration Tax	\$1,599	\$3,000	\$3,000	\$3,000	Total annual contributions from merchants with business license fee
43280	Parking Permit Fees	\$6,160	\$5,000	\$4,306	\$4,500	Parking permit sales revenue
TOTAL REVENUE		\$7,759	\$8,000	\$7,306	\$7,500	

OPERATING

51990	Other Professional Fees	\$930	\$800	\$800	\$800	Parking permit system and credit card fees
53100	Dues and Subscriptions	\$491	\$0	\$0	\$0	
58220	Streets	\$6,204	\$6,200	\$6,200	\$6,200	Contribution to Street crew for area repairs and maintenance
TOTAL OPERATING		\$7,625	\$7,000	\$7,000	\$7,000	

Street Lighting and Landscape Assessment Districts

Street Lighting and Landscape assessment districts are intended to defray the costs of maintenance, electricity, water, and contract landscaping services for the City's medians, urban forest, and street lights. The support of the City's urban forest, street medians, and street lights requires a substantial General Fund contribution, as less than 10% of City of Covina properties are included in a Landscape District, and less than 30% of City of Covina properties are included in a lighting district.



STREET LIGHTING ASSESSMENT DISTRICT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 2710-0000

REVENUE

49110	Operating Transfers from General Fund	\$75,000	\$125,000	\$75,000	\$125,000	General fund contributions
TOTAL REVENUE		\$75,000	\$125,000	\$75,000	\$125,000	

FUND / FUNCTION: 2710-2300

REVENUE

45300	Street Lighting	\$126,263	\$122,500	\$125,464	\$125,526	Rollover of 2015-2016 assessments until Wildan sets new amounts for 2016-2017
TOTAL REVENUE		\$126,263	\$122,500	\$125,464	\$125,526	

OPERATING

51170	Property Tax Administration Fees	\$887	\$1,000	\$888	\$1,000	LA County Property Tax administration fees
51530	Engineering Fees	\$2,606	\$6,000	\$5,000	\$6,650	Annual Assessment District administration fees, Public Hearing notice
52120	Electric Utilities	\$214,778	\$225,323	\$220,000	\$225,000	Electricity for facilities
53540	Legal Notices and Publications	\$95	\$100	\$0	\$0	
58900	Indirect Cost Allocation	\$24,720	\$27,144	\$22,620	\$22,620	
TOTAL OPERATING		\$243,086	\$259,567	\$248,508	\$255,270	

TOTAL STREET LIGHTING A.D.	\$243,086	\$259,567	\$248,508	\$255,270	
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STREET TREES AND LANDSCAPING ASSESSMENT DISTRICT		2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 2720-0000

REVENUE

47200	Interest on Investments	\$0	\$0	\$1,200	\$0	
TOTAL REVENUE		\$0	\$0	\$1,200	\$0	

FUND / FUNCTION: 2720-2250

REVENUE

45250	Street Landscaping	\$161,429	\$160,000	\$200,000	\$174,114	Rollover of 2015-2016 assessments until Wildan sets new amounts for 2016-2017
TOTAL REVENUE		\$161,429	\$160,000	\$200,000	\$174,114	

OPERATING

51170	Property Tax Administration Fees	\$169	\$200	\$200	\$200	LA County Property Tax administration fees
51530	Engineering Fees	\$3,897	\$8,000	\$5,000	\$9,200	Annual Assessment District administration fees, Public Hearing notice
52100	Water Utilities	\$13,665	\$15,500	\$12,000	\$15,500	Azusa Water & Power and City of Covina water supply
52120	Electric Utilities	\$1,237	\$1,100	\$1,227	\$1,500	Electricity for facilities
52320	Lawn/Landscape Care	\$21,142	\$16,000	\$16,628	\$20,000	Park landscape maintenance contract
53540	Legal Notices and Publications	\$119	\$100	\$0	\$0	
58220	Streets	\$9,804	\$9,800	\$9,800	\$9,800	Contribution to Street crews for median maintenance
58340	Park Facilities	\$92,556	\$104,400	\$104,400	\$104,400	Contribution to Parks for maintenance of three oak park area and medians
58900	Indirect Cost Allocation	\$8,160	\$6,379	\$6,379	\$6,379	
TOTAL OPERATING		\$150,749	\$161,479	\$155,634	\$166,979	

TOTAL STREET TREES AND LANDSCAPING A.D.	\$150,749	\$161,479	\$155,634	\$166,979	
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Community Facility District 2007-1

This fund accounts for funds received through special taxes collected through a resident's property taxes. These special taxes are imposed on any new development in the City at a set rate per housing unit. The funds generated by these special taxes may only be used to finance the additional costs generated by new development for police, paramedic, fire protection and suppression services as well as park maintenance.



COMMUNITY FACILITIES DISTRICT 2007-1		2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION: 2740-4800

REVENUE

45800	CFD Revenue	\$60,961	\$89,000	\$60,932	\$68,252	Estimated CFD taxes for FY 2016-2017
TOTAL REVENUE		\$60,961	\$89,000	\$60,932	\$68,252	

OPERATING

51005	Consulting Fees	\$528	\$3,500	\$300	\$3,500	Cost to annex one project; reimbursed by developer
51170	Property Tax Admin	\$82	\$85	\$0	\$85	Charge by Los Angeles County
51200	Legal Fees	\$386	\$0	\$0	\$2,000	Legal fees
53300	Postage	\$0	\$25	\$0	\$100	Postage as needed
53540	Legal Notices and Publications	\$112	\$0	\$0	\$400	Posting of legal notice for four projects
53740	Grant Program - Personnel Costs	\$13	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$480	\$81	\$430	\$81	
59110	Transfer to General Fund	\$0	\$80,000	\$23,490	\$80,000	Must be used for public safety or parks
TOTAL OPERATING		\$1,600	\$83,691	\$24,220	\$86,166	
TOTAL COMMUNITY FACILITIES DISTRICT 2007-1		\$1,600	\$83,691	\$24,220	\$86,166	

Literacy Services

The Second Start Literacy Program (SSLP) began in 1987 as the Covina Literacy Council – a nonprofit volunteer organization. The program was run solely by volunteers until 1999, when it received a grant from the California State Library Literacy Services (CLLS). The Second Start Literacy Program was created as an expansion of the Covina Literacy Council. As a result of this expansion, a literacy staff person was appointed to administer the program. Since then, past and current literacy coordinators have been successful in securing grant funding for the program.

The Second Start Literacy Program offers adult and children's literacy services to residents of Covina, as well as other surrounding cities including Azusa, Baldwin Park, Diamond Bar, El Monte, Glendora, Hacienda Heights, La Puente, and West Covina.

The SSLP supports literacy through three key services:

- **Adult Basic Education** – Adult learners are provided instruction based on their goals and pace in basic reading, writing, and math. Adults are matched with trained volunteer tutors and receive one-on-one or small group instruction twice per week. Confidential and free literacy services are offered in a comfortable, nonthreatening environment where adults who do not have the skills or comfort level to attend traditional classroom-based programs.
- **English as Second Language** – Nonnative English-speaking adults who are not proficient in English are provided with the opportunity to develop English language acquisition and communication skills in speaking, listening, reading, and writing. Adults are matched with trained volunteer tutors and receive one-on-one or small group instruction.
- **Children's Literacy** – School-aged children who need extra assistance receive additional reading support in phonics, sight word vocabulary, comprehension, and other word-attack skills by volunteer tutors.

Program goals:

- Improve literacy skills.
- Encourage the development of higher level thinking skills.
- Ensure that every adult and child participating in the SSLP obtains a Library card.
- Improve parental knowledge and involvement in the development of their children's education.
- Ongoing instructional training for staff and tutors in the areas of early literacy, Adult Basic Education, (ABE) English as a Second Language (ESL), and Evidence-Based Reading Instruction (EBRI) .



Special Revenue

FY 2016/17 Adopted Budget

Assessment Adult Literacy Services

Participant Entry records are created upon enrollment and the Literacy Coordinator or Community Resource Specialist conduct an orientation and an intake interview to determine the learner's goals. Additionally, appraisals and pretests are administered concurrently and participant demographic information and assessment results are entered into the Comprehensive Adult Student Assessment System (CASAS) TOPSpro database.

Tracking Assessments

For tracking assessments, the Literacy Coordinator utilizes the CASAS eTest Next Assigned Test for post-test after attendance and hours of instruction have been verified. Participant performance is evaluated by the Literacy Coordinator who is responsible for analyzing students' post-tests and discussing these results during regularly scheduled tutor/participant meetings.

Statistics

In Fiscal Year 2013-2014 the SSLP:

- Provided literacy services to 81 adult learners and 41 school-aged children ages 6 through 13.
- Engaged 23 tutors who generated 6,878 service hours.
- Program data show that adult learners achieved the following goals: 11% learned the alphabet, letters and sounds; 7% were able to read a book to their child(ren) for the first time; 15% learned to write and send an email; 7% obtained a Library card; 32% were able to help their child(ren) with homework, and 14% were able to interact with their child(ren's) teacher.
- Resulted in 4 adults gaining employment, 2 adults obtaining a Driver License, and 3 adults obtaining Citizenship.

Funding

The SSLP is partially funded by grants from the Workforce Investment Act, Title II: Adult Education and Family Literacy Act (WIA), California Library Literacy Services (CLLS), and the Community Development Block Grant (CDBG) administered by the City of Covina. Other funding sources include the City of Covina general fund, fundraisers (annual Beer and Wine Walks sponsored by the Covina Downtown Merchant Association), The Friends of the Covina Public Library, and private donations.



LIBRARY SERVICE	2015		2016		2016		2017		EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET		REVISED BUDGET		PROJECTED BUDGET		ADOPTED BUDGET		

LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-3900

REVENUE

42090	UMIGO	Other Federal Grants	\$1,000	\$0	\$97	\$0	
42186		Library Literacy Grant	\$10,862	\$31,372	\$31,372	\$16,000	California Library Literacy Services Grant
48100		Donations and Contributions	\$4,544	\$4,500	\$4,500	\$4,500	Sponsorship from the Friends of the Covina Public Library, Donations and Fundraisers
TOTAL REVENUE			\$16,406	\$35,872	\$35,969	\$20,600	

PERSONNEL SERVICES

50010		Regular Full-Time Employees	\$0	\$53,100	\$0	\$54,710	Literacy Coordinator - 72.76%
50110		Medicare Contribution	\$0	\$770	\$0	\$790	
50130		PERS Contribution-Employer	\$0	\$11,660	\$0	\$12,010	PERS Contribution
50230		Group Life Insurance	\$0	\$170	\$0	\$170	
50240		Group LTD Insurance	\$0	\$520	\$0	\$530	
50290		Group Flex Benefits	\$0	\$6,470	\$0	\$6,550	
TOTAL PERSONNEL SERVICES			\$0	\$72,690	\$0	\$74,760	

OPERATING

52200		Telephone	\$0	\$300	\$110	\$0	
52460		Maint-Office Furniture/Fixture	\$0	\$6,454	\$3,384	\$0	
53100		Dues and Subscriptions	\$0	\$350	\$350	\$350	Membership fees for ProLiteracy and Southern California Library Literacy Network
53200		Training, Conferences and Meetings	\$0	\$200	\$150	\$300	Professional Development Workshop, Southern California Library Literacy Network Conference
53300		Postage	\$0	\$10	\$0	\$10	Postage for quarterly mailings to the California State Library
53590		General Printing and Binding	\$0	\$200	\$0	\$200	Printing of flyers
53590	UMIGO	General Printing and Binding	\$284	\$0	\$0	\$0	
54000		Office Supplies	\$0	\$70	\$0	\$70	Paper, pens, and other supplies for tutors and students
54100		Books	\$0	\$3,500	\$500	\$500	Student workbooks
54410		Food, Supplies and Meals	\$100	\$0	\$0	\$0	
58390		Library Services	(\$25,986)	(\$53,820)	\$0	(\$55,690)	Literacy Program costs not covered by grant funds
TOTAL OPERATING			(\$25,602)	(\$42,736)	\$4,494	(\$54,260)	

TOTAL LITERACY GRANT 2800-3900	(\$25,602)	\$29,954	\$4,494	\$20,600
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LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS20

REVENUE

42186		Library Literacy Grant	\$15,000	\$0	\$0	\$0	
48100		Donations and Contributions	\$3,653	\$0	\$0	\$0	
TOTAL REVENUE			\$18,653	\$0	\$0	\$0	

OPERATING

53100		Dues and Subscriptions	\$309	\$0	\$0	\$0	
54410		Food, Supplies and Meals	\$500	\$0	\$0	\$0	
58390		Library Services	(\$25,986)	\$0	\$0	\$0	
TOTAL OPERATING			(\$25,177)	\$0	\$0	\$0	

TOTAL LITERACY GRANT 2800-LS20	(\$25,177)	\$0	\$0	\$0
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LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS21

PERSONNEL SERVICES

50010		Regular Full-Time Employees	\$43,822	\$0	\$49,750	\$0	
50110		Medicare Contribution	\$715	\$0	\$800	\$0	
50120		PERS Contribution - Employee	\$876	\$0	\$0	\$0	
50130		PERS Contribution - Employer	\$8,765	\$0	\$10,470	\$0	
50230		Group Life Insurance	\$110	\$0	\$130	\$0	
50240		Group LTD Insurance	\$290	\$0	\$350	\$0	
50290		Group Flex Benefits	\$5,462	\$0	\$6,300	\$0	
TOTAL PERSONNEL SERVICES			\$60,042	\$0	\$67,800	\$0	

TOTAL LITERACY GRANT 2800-LS21	\$60,042	\$0	\$67,800	\$0
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LIBRARY SERVICE	2015		2016		2016		2017		EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET		REVISED BUDGET		PROJECTED BUDGET		ADOPTED BUDGET		

LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS24

OPERATING

53200	Training, Conferences and Meetings	\$0	\$0	\$200	\$0	
TOTAL OPERATING		\$0	\$0	\$200	\$0	

TOTAL LITERACY GRANT 2800-LS24	\$0	\$0	\$200	\$0
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LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS25

OPERATING

54000	Office Supplies	\$0	\$0	\$70	\$0	
TOTAL OPERATING		\$0	\$0	\$70	\$0	

TOTAL LITERACY GRANT 2800-LS25	\$0	\$0	\$70	\$0
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LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS26

OPERATING

53300	Postage	\$0	\$0	\$10	\$0	
53590	General Printing and Binding	\$0	\$0	\$530	\$0	
TOTAL OPERATING		\$0	\$0	\$540	\$0	

TOTAL LITERACY GRANT 2800-LS26	\$0	\$0	\$540	\$0
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LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS27

OPERATING

54300	Instructional Training and Supplies	\$0	\$0	\$700	\$0	
TOTAL OPERATING		\$0	\$0	\$700	\$0	

TOTAL LITERACY GRANT 2800-LS27	\$0	\$0	\$700	\$0
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LITERACY GRANT FUND/FUNCTION/PROJECT: 2800-LS28

OPERATING

52200	Telephone	\$242	\$0	\$190	\$300	Cost of telephone service
TOTAL OPERATING		\$242	\$0	\$190	\$300	

TOTAL LITERACY GRANT 2800-LS27	\$242	\$0	\$190	\$300
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TOTAL LITERACY GRANT (ALL FUNDS)	\$9,504	\$29,954	\$73,994	\$20,800
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WORKFORCE ACT GRANT FUND/FUNCTION/PROJECT: 2807-3900

REVENUE

42186	Library Literacy Grant	\$17,466	\$0	\$0	\$0	
42190	Other State Grants	\$3,138	\$20,858	\$20,858	\$10,000	Workforce Innovation and Opportunity Act Grant
TOTAL REVENUE		\$20,604	\$20,858	\$20,858	\$10,000	

LIBRARY SERVICE	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

WORKFORCE ACT GRANT FUND/FUNCTION/PROJECT: 2807-LS82

PERSONNEL SERVICES

50010		Regular Full-Time Employees	\$14,989	\$14,751	\$14,751	\$7,310	Literacy Coordinator - 9.73%
50110		Medicare Contribution	\$246	\$217	\$217	\$110	
50120		PERS Contribution-Employee	\$300	\$0	\$0	\$0	
50130		PERS Contribution-Employer	\$2,997	\$3,237	\$3,237	\$1,600	PERS Contribution
50230		Group Life Insurance	\$39	\$58	\$58	\$20	
50240		Group LTD Insurance	\$103	\$133	\$133	\$70	
50290		Group Flex Benefits	\$1,931	\$2,462	\$2,462	\$890	
TOTAL PERSONNEL SERVICES			\$20,604	\$20,858	\$20,858	\$10,000	

TOTAL WORKFORCE ACT GRANT (ALL FUNDS)	\$20,604	\$20,858	\$20,858	\$10,000	
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LIBRARY EQUIPMENT RESERVE FUND/FUNCTION/PROJECT: 2810-3900

REVENUE

43380		Library Services	\$7,640	\$5,000	\$9,000	\$8,000	Revenue from public printer
TOTAL REVENUE			\$7,640	\$5,000	\$9,000	\$8,000	

OPERATING

54010		Duplicating/Copying Supplies	\$0	\$600	\$500	\$600	Cases of paper for public printer
54350		Special Supplies	\$343	\$139	\$0	\$150	One case of 50 thermal receipt rolls
58900		Indirect Cost Allocation	\$240	\$198	\$200	\$198	
TOTAL OPERATING			\$583	\$937	\$700	\$948	

TOTAL LIBRARY EQUIPMENT RESERVE	\$583	\$937	\$700	\$948	
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OTHER LIBRARY SERVICE GRANTS FUND/FUNCTION/PROJECT: 2830-3900

REVENUE

42600		Other Grants	\$1,000	\$0	\$0	\$0	
48500	SRP	Private Grants	\$1,000	\$0	\$0	\$0	
48500	TTW	Private Grants	\$0	\$1,000	\$1,000	\$0	
TOTAL REVENUE			\$2,000	\$1,000	\$1,000	\$0	

OPERATING

51600	SRP	Recreation Program Fees	\$125	\$0	\$0	\$0	
53590		General Printing and Binding	\$400	\$0	\$0	\$0	
54030	TTW	Computer Supplies	\$0	\$710	\$710	\$0	
54100		Books	\$520	\$0	\$0	\$0	
54100	SRP	Books	\$822	\$0	\$0	\$0	
54100	TTW	Books	\$0	\$210	\$210	\$0	
54140		Award Supplies	\$80	\$0	\$0	\$0	
54140	TTW	Award Supplies	\$0	\$80	\$80	\$0	
54410	SRP	Food Supplies and Meals	\$35	(\$15)	\$0	\$0	
TOTAL OPERATING			\$1,983	\$985	\$1,000	\$0	

TOTAL OTHER LIBRARY SERVICE GRANTS	\$1,983	\$985	\$1,000	\$0	
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Public Education in Government

The Public Education in Government Fund is a franchise fee and is restricted by the Covina Municipal Code Section 5.32.



PUBLIC EDUCATION IN GOVERNMENT	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

UBLIC EDUCATION IN GOVERNMENT FUND/FUNCTION: 2890-0920

REVENUE

48400	Public Info PEG Fee	\$69,525	\$66,000	\$45,000	\$66,000	Reflects revenue received from cable and telecommunications companies for Public Education in Government
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OPERATING

51005	Consulting Fees	\$15,037	\$14,400	\$14,400	\$14,400	City Council and Planning Commission Meeting Broadcast - 12 Miles Out
52250	Cable and Satellite	\$3,044	\$3,720	\$0	\$3,720	Cable feed to City Hall
52490	Maint - Other Equipment	\$11,132	\$10,000	\$0	\$5,300	Maintenance of AV Equipment
53100	Dues and Subscriptions	\$0	\$0	\$3,500	\$0	
55900	PEG - Public Info Other Equip	\$0	\$0	\$14,400	\$0	
TOTAL OPERATING		\$29,213	\$28,120	\$32,300	\$23,420	

TOTAL PUBLIC EDUCATION IN GOVERNMENT	\$29,213	\$28,120	\$32,300	\$23,420	
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Canine and Explorer Donations

Donations are received by the City for various purposes. These funds account for donations for specific purposes. These amounts will be used to supplement existing programs, or in the case of the Canine donation, to begin a new program with the purchase of the police dog and the initial investment in food, shelter, medical treatment and handler training.

The donations designated for the Explorer program are used to purchase uniforms, food, supplies, and transportation for the participants.



POLICE DEPARTMENT SPECIAL REVENUES	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

CANINE UNIT DONATION FUND/FUNCTION: 2923-1160

REVENUE

48100	Donations and Contributions	\$20,185	\$0	\$10,125	\$0	
TOTAL REVENUE		\$20,185	\$0	\$10,125	\$0	

OPERATING

54990	General Supplies	\$19,384	\$0	\$1,480	\$0	
TOTAL OPERATING		\$19,384	\$0	\$1,480	\$0	

TOTAL CANINE UNIT DONATIONS	\$19,384	\$0	\$1,480	\$0	
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POLICE EXPLORER DONATIONS FUND/FUNCTION: 2927-1110

REVENUE

48100	Donations and Contributions	\$2,000	\$0	\$5,376	\$0	
TOTAL REVENUE		\$2,000	\$0	\$5,376	\$0	

OPERATING

52640	Rentals-Motor Vehicles	\$114	\$0	\$0	\$0	
54990	General Supplies	\$1,019	\$1,000	\$1,190	\$1,000	
TOTAL OPERATING		\$1,133	\$1,000	\$1,190	\$1,000	

Enterprise Funds

FY 2016/17 Adopted Budget

Department Overview

The City's enterprise funds establish a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods (water) or services (waste collection and sewer conveyance). The intent is to recover the costs of operation on a continuing basis through user charges.

Programs and Services

The three enterprises operated by the City are:

- Water Utility
- Environmental Protection
- Sanitary Sewer



Water Utility

The Water Division is responsible for maintaining and operating of the City's 9 reservoirs and 7 pump stations; 102 miles of water main lines; 8,470 service lines and meters; and 991 fire hydrants with a system capacity of 20.5 million gallons. Water operators are responsible for monitoring and adjusting the system 24 hours a day to ensure the City is providing safe, high quality water on demand to residents, businesses and for fire protection purposes. The Water Division provides cross connection control, chemical analysis and bacteriological testing, as well as reporting on the quality of the City's water annually to its customers and monthly to the State Water Resources Control Board, Division of Drinking Water (SWRCB). The Water Division is responsible for providing services, such as account turn-ons/off, meter readings, meter replacements, system and hydrant flushing, backflow prevention and testing, water conservation programs, and responding to customer usage inquiries.



WATER UTILITY	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION/PROJECT: 6010-0000

REVENUE

47200	Interest on Investments	\$1,030	\$0	\$35,000	\$35,000	
47510	Water Unrealized	\$2,109	\$0	\$0	\$0	
48790	Cash Over (Short)	\$16	\$0	\$0	\$0	
TOTAL REVENUE		\$3,154	\$0	\$35,000	\$35,000	

FUND/FUNCTION/PROJECT: 6010-0500

OPERATING

51005	Consulting Fees	\$1,774	\$0	\$0	\$0	
TOTAL OPERATING		\$1,774	\$0	\$0	\$0	

TOTAL WATER (6010-0500)	\$1,774	\$0	\$0	\$0	
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FUND/FUNCTION/PROJECT: 6010-5000

REVENUE

46100	Water Sales-Retail	(\$72)	\$0	\$0	\$0	Customer deposit adjustments
TOTAL REVENUE		(\$72)	\$0	\$0	\$0	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$166,260	\$214,428	\$127,197	\$217,678	Public Works Director - 25%, Public Works Manager - 25%, Management Analyst - 15%, Environmental Services & Transportation Manager - 10%, Environmental Services Analyst - 10%, Water Services Supervisor - 50%, Water Crew Leader - 50%, Water Quality Technician 50%, Water Pump Operator - 10%, Finance Director - 25%, Sr. Admin Tech (Finance) - 50%
50015	Regular Part-Time Employees	\$205	\$0	\$59,000	\$65,714	Finance Manager - 25%, Office Assistant I - 10%, Office Assistant II - 10%
50030	Overtime	\$328	\$0	\$400	\$400	
50040	Vacation Pay	\$8,287	\$0	\$0	\$0	
50045	Administration Leave Pay	(\$68)	\$0	\$0	\$0	
50050	Sick Leave Pay	\$4,156	\$0	\$0	\$0	
50080	Severance Pay	\$767	\$0	\$0	\$0	
50086	Longevity Pay	\$200	\$0	\$0	\$0	
50110	Medicare Contribution	\$2,843	\$3,108	\$2,848	\$4,113	
50120	PERS Contribution-Employee	\$3,239	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$33,259	\$43,485	\$19,863	\$65,607	
50190	Retirement Benefits	(\$8,103)	\$0	\$0	\$0	
50210	Group Health Insurance	\$1,017	\$2,327	\$1,207	\$5,239	
50230	Group Life Insurance	\$430	\$555	\$252	\$621	
50240	Group LTD Insurance	\$1,130	\$2,160	\$621	\$1,983	
50290	Group Flex Benefits	\$22,397	\$21,182	\$10,108	\$39,744	
50710	Clothing Allowance	\$20	\$0	\$0	\$0	
TOTAL PERSONNEL SERVICES		\$236,367	\$287,245	\$221,496	\$401,099	

WATER UTILITY			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

OPERATING

51005		Consulting Fees	\$37,605	\$15,000	\$0	\$175,000	Water rate study, Urban Water Management Plan, Emergency Response Plan, and CIC Contract
51990		Other Professional Fees	\$53,213	\$21,185	\$18,552	\$41,600	Nixle Comm Engagement & Emergency Notification Service, LA County Backflow Prevention Certification, Water SCADA System (CIP)
52200		Telephone	\$1,719	\$1,600	\$3,014	\$4,696	Cost of telephone service
52470		Maint-Office Equipment	\$558	\$900	\$311	\$315	Xerox and copier charges
53100		Dues and Subscriptions	\$3,344	\$4,250	\$7,324	\$7,333	SGV Water Association dues, TVMWD and WEWAC dues, Facility Dude subscription
53200		Training, Conferences and Meetings	\$40	\$200	\$200	\$200	Liebert, Cassidy, and Whitmore employee training
53300		Postage	\$2,882	\$10,000	\$884	\$3,250	Various postage charges
53450		Motor Pool Charges	\$10,704	\$13,509	\$13,512	\$9,862	PW Equipment motor pool charges
53590		General Printing and Binding	\$1,172	\$5,000	\$1,818	\$4,750	Grand printing, copier and xerox charges
53990		Other	\$674	\$500	\$348	\$200	Battery recycling and miscellaneous charges
54000		Office Supplies	\$3,189	\$2,000	\$1,640	\$1,200	Office supplies as needed
54010		Duplicating/Copying Supplies	\$3,217	\$1,000	\$0	\$0	
54100		Books	\$0	\$300	\$0	\$0	
54350		Special Supplies	\$836	\$0	\$0	\$0	
54660		Chemical Supplies	\$65	\$200	\$0	\$0	
55100		Buildings and Structures	\$0	\$0	\$0	\$28,401	Yard Gate Automation (CIP)
58200		Public Works Administration	\$183,000	\$208,400	\$208,400	\$208,400	Allocation to General Fund
58290		Yard Center	\$57,300	\$57,300	\$57,300	\$57,300	Allocation to General Fund
58900		Indirect Cost Allocation	\$41,160	\$37,726	\$37,726	\$37,726	
TOTAL OPERATING			\$400,678	\$379,070	\$361,029	\$580,233	

TOTAL WATER - GENERAL & ADMINISTRATION	\$637,045	\$666,315	\$572,525	\$981,332
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FUND/FUNCTION/PROJECT: 6010-5005

PERSONNEL SERVICES

50010		Regular Full-Time Employees	\$23,766	\$100,400	\$48,238	\$86,304	Public Works Manager - 10%, Management Analyst - 25%, Sr. Admin Tech - 25%, Water Services Supervisor - 10%, Water Worker 50%, Water Pump Operator - 25%, Office Assistant I - 5%, Office Assistant II - 5%
50015		Regular Part-Time Employees	\$0	\$0	\$0	\$1,662	
50030		Overtime	\$40	\$0	\$0	\$0	
50110		Medicare Contribution	\$356	\$1,500	\$667	\$1,276	
50120		PERS Contribution-Employee	\$247	\$0	\$0	\$0	
50130		PERS Contribution-Employer	\$4,349	\$19,900	\$10,230	\$19,998	
50190		Retirement Benefits	(\$1,157)	\$0	\$0	\$0	
50210		Group Health Insurance	\$890	\$1,500	\$2,391	\$2,201	
50230		Group Life Insurance	\$110	\$500	\$280	\$261	
50240		Group LTD Insurance	\$153	\$1,000	\$317	\$601	
50290		Group Flex Benefits	\$3,748	\$26,000	\$14,976	\$16,704	
TOTAL PERSONNEL SERVICE			\$32,503	\$150,800	\$77,099	\$129,007	

OPERATING

51160		Collection Service Fees	\$1,258	\$1,000	\$1,025	\$0	
51890		Other Professional Fees	\$71,056	\$425,000	\$434,750	\$437,367	Utility billing for: Valley Collections Services and CIS Services
51990		Other Professional Fees	\$367,258	\$0	\$0	\$0	
53300		Postage	\$210	\$1,000	\$280	\$300	Various postage costs
53800		Bank Service Charges	\$38,165	\$58,000	\$0	\$0	
58900		Indirect Cost Allocation	\$49,920	\$57,046	\$57,046	\$57,046	
TOTAL OPERATING			\$527,867	\$542,046	\$493,101	\$494,713	

TOTAL WATER - UTILITY BILLING	\$560,370	\$692,846	\$570,200	\$623,720
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WATER UTILITY	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION/PROJECT: 6010-5010

REVENUE

46160	Meter Installation Fees	\$60,189	\$20,000	(\$240)	\$0	
46165	Customer Service Water Revenue	\$24,520	\$29,000	\$28,320	\$28,000	
46190	Water - Other	\$67,068	\$70,000	\$72,900	\$72,000	
TOTAL REVENUE		\$151,777	\$119,000	\$100,980	\$100,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$129,879	\$163,000	\$172,925	\$266,705	Public Works Director - 10%, Public Works Manager - 10%, Management Analyst - 15%, Sr. Admin Tech - 25%, Environmental Services & Transportation Manager 15%, Environmental Services Analyst - 25%, Water Services Supervisor - 10%, Water Foreman - 100%, Water Worker - 50%, Water Quality Technician, Equipment Operator - 100%
50015	Regular Part-Time Employees	\$0	\$0	\$0	\$8,310	Office Assistant I - 25%, Office Assistant II - 25%
50030	Overtime	\$21,576	\$0	\$11,636	\$11,000	
50035	Compensation Time	\$0	\$0	\$1,045	\$0	
50040	Vacation Pay	\$909	\$0	\$4,201	\$0	
50050	Sick Leave Pay	\$0	\$0	\$719	\$0	
50060	Holiday Pay	\$821	\$1,000	\$0	\$0	
50110	Medicare Contribution	\$2,501	\$2,400	\$2,528	\$3,988	
50120	PERS Contribution-Employee	\$2,204	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$26,872	\$38,000	\$36,345	\$61,798	
50190	Retirement Benefits	(\$6,329)	\$0	\$0	\$0	
50210	Group Health Insurance	\$965	\$3,000	\$2,033	\$6,224	
50230	Group Life Insurance	\$472	\$700	\$560	\$738	
50240	Group LTD Insurance	\$893	\$1,600	\$1,143	\$1,859	
50290	Group Flex Benefits	\$25,388	\$32,000	\$28,444	\$47,232	
TOTAL PERSONNEL SERVICES		\$206,152	\$241,700	\$261,579	\$407,854	

OPERATING

51990	Other Professional Fees	\$0	\$0	\$0	\$30,000	Audit Service
52490	Maint-Other Equipment	\$2,178	\$3,500	\$0	\$1,250	Safety Equipment, Communications equipment
53450	Motor Pool Charges	\$24,204	\$19,050	\$19,050	\$28,817	PW Equipment motor pool charges
53650	Administrative Charges	\$222,954	\$236,000	\$237,000	\$243,121	Automated Meter Reading Services, Engineering Information System
54430	Clothing and Equipment	\$899	\$1,500	\$449	\$862	Employee uniforms, City hats, Miscellaneous
58900	Indirect Cost Allocation	\$39,960	\$35,905	\$35,905	\$35,905	
TOTAL OPERATING		\$290,194	\$295,955	\$292,404	\$339,955	

TOTAL WATER - CUSTOMER SERVICE	\$496,346	\$537,655	\$553,983	\$747,809	
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WATER UTILITY			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION/PROJECT: 6010-5020

OPERATING

54150	Promotion Supplies	\$3,619	\$25,000	\$5,355	\$15,500	Increased water conservation outreach and education to the public
58900	Indirect Cost Allocation	\$960	\$414	\$414	\$414	
TOTAL OPERATING		\$4,579	\$25,414	\$5,769	\$15,914	

TOTAL WATER - SALES PROMOTION	\$4,579	\$25,414	\$5,769	\$15,914	
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FUND/FUNCTION/PROJECT: 6010-5050

REVENUE

46185	Leased Water Rights	\$0	\$500,000	\$0	\$0	
TOTAL REVENUE		\$0	\$500,000	\$0	\$0	

OPERATING

54790	Resale Water	\$3,067,268	\$5,721,500	\$2,716,509	\$3,949,584	CIC, SGBWQA, & TVMWD.
58900	Indirect Cost Allocation	\$79,320	\$132,337	\$0	\$132,337	
TOTAL OPERATING		\$3,146,588	\$5,853,837	\$2,716,509	\$4,081,921	

TOTAL WATER - SOURCE & SUPPLY	\$3,146,588	\$5,853,837	\$2,716,509	\$4,081,921	
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FUND/FUNCTION/PROJECT: 6010-5060

REVENUE

46100	Water Sales - Retail	\$10,408,925	\$8,900,000	\$8,791,099	\$8,800,000	
46190	Water - Other	\$638	\$5,000	\$3,278	\$500	
TOTAL REVENUE		\$10,409,563	\$8,905,000	\$8,794,377	\$8,800,500	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$61,275	\$141,000	\$140,534	\$402,627	Public Works Manager - 10%, Sr. Admin Tech - 10%, Water Services Supervisor - 15%, Water Crew Leader - 100%, Water Crew Leader - 50%, (4) Water Workers - 100% each, Water Pump Operator - 75%, Water Pump Operator - 90%, Account Clerk I - 30%
50015	Regular Part-Time Employees	\$0	\$0	\$500	\$7,754	Office Assistant I - 10%, Office Assistant II - 10%, Office Assistant II (Finance) - 30%, Office Assistant II (Finance) - 15%, Administrative Intern (Finance) - 25%
50030	Overtime	\$227	\$300	\$2,500	\$2,500	
50040	Vacation Pay	\$2,559	\$0	\$7,000	\$7,000	
50050	Sick Leave Pay	\$0	\$0	\$3,200	\$3,200	
50060	Holiday Pay	\$1,362	\$1,000	\$1,500	\$1,500	
50110	Medicare Contribution	\$1,047	\$2,000	\$2,450	\$6,256	
50120	PERS Contribution-Employee	\$1,284	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$12,987	\$33,200	\$32,185	\$93,291	
50190	Retirement Benefits	(\$2,986)	\$0	\$0	\$0	
50210	Group Health Insurance	\$1,418	\$2,600	\$3,073	\$11,845	
50230	Group Life Insurance	\$175	\$500	\$424	\$1,410	
50240	Group LTD Insurance	\$385	\$1,400	\$907	\$2,903	
50290	Group Flex Benefits	\$11,580	\$24,600	\$24,976	\$89,860	
TOTAL PERSONNEL SERVICES		\$91,310	\$206,600	\$219,249	\$630,146	

WATER UTILITY		2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
		ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

OPERATING

51800	Testing Fees	\$420	\$2,000	\$0	\$15,000	TCP early monitoring, Lead and Copper sampling
51990	Other Professional Fees	\$41,437	\$38,500	\$19,132	\$50,000	Contract for mandated water quality testing
52120	Electric Utilities	\$249,291	\$200,000	\$171,717	\$198,333	Electricity fees to run water pumps
52200	Telephone	\$4,566	\$5,000	\$5,148	\$9,324	Cost of telephone service including air cards and mobile phones
52220	Radio Units	\$0	\$500	\$0	\$500	Field and base radio repairs as needed
52320	Lawn/Landscape Care	\$9,424	\$10,000	\$7,620	\$9,525	Contract with landscape company for landscaping services
52400	Maint-Buildings	\$11,110	\$8,000	\$4,319	\$5,100	Repairs to reservoir and pumping locations throughout the City
52424	Maint-Water Distribution	\$2,390	\$0	\$0	\$0	
52425	Maint-Power/Pump Equipment	\$31,637	\$75,000	\$22,000	\$60,500	Parts for reservoir site repairs
53200	Training, Conferences and Meetings	\$13	\$0	\$0	\$0	
53210	Employee Training	\$1,118	\$1,000	\$1,000	\$1,000	Various employee safety trainings
53450	Motor Pool Charges	\$17,304	\$17,850	\$17,850	\$23,559	PW Equipment motor pool charges
53600	Licenses and Taxes	\$1,015	\$30,000	\$1,822	\$1,200	LA County Annual Tax Bill
54430	Clothing and Equipment	\$2,827	\$3,000	\$480	\$638	Uniform contract, Boot allowance, City hats, etc.
54660	Chemical Supplies	\$123	\$500	\$0	\$500	Various water production chemicals
54760	Lumber and Paint Supplies	\$3,067	\$2,000	\$100	\$750	Various lumber and paint supplies as needed
54790	Resale Water	\$36,364	\$0	\$0	\$0	
54850	Small Tool and Minor Equipment	\$1,408	\$6,000	\$10,220	\$5,500	Various small tools and minor equipment as needed
58900	Indirect Cost Allocation	\$51,480	\$55,866	\$55,866	\$55,866	
TOTAL OPERATING		\$464,994	\$465,216	\$317,274	\$437,296	
TOTAL WATER - POWER & PUMPING		\$566,304	\$661,816	\$636,623	\$1,067,441	

FUND/FUNCTION/PROJECT: 6010-6080

REVENUE

46120	Fire Line	\$308,184	\$250,000	\$276,174	\$275,000	
46160	Water Meter Installation Fees	\$0	\$0	\$20,000	\$0	
46190	Water - Other	\$27,328	\$5,000	\$750	\$0	
TOTAL REVENUE		\$335,512	\$255,000	\$296,924	\$275,000	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$466,710	\$546,900	\$531,164	\$100,915	Public Works Manager - 10%, Sr. Admin Tech - 15%, Water Services Supervisor - 15%, Street Maintenance Foreman - 10%, Street Crew Leader - 25%, (4) Street Workers - 30% each.
50030	Overtime	\$43,921	\$30,000	\$51,003	\$50,000	
50035	Compensation Time	\$961	\$0	\$0	\$0	
50040	Vacation Pay	\$15,863	\$0	\$11,707	\$0	
50050	Sick Leave Pay	\$1,428	\$0	\$6,465	\$0	
50060	Holiday Pay	\$0	\$0	\$1,148	\$0	
50086	Longevity Pay	\$2,500	\$0	\$0	\$0	
50110	Medicare Contribution	\$4,955	\$7,900	\$5,234	\$1,463	
50120	PERS Contribution-Employee	\$7,479	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$97,210	\$122,000	\$109,760	\$23,383	
50190	Retirement Benefits	(\$22,742)	\$0	\$0	\$0	
50210	Group Health Insurance	\$11,475	\$12,200	\$14,779	\$2,732	
50230	Group Life Insurance	\$1,630	\$2,500	\$1,610	\$324	
50240	Group LTD Insurance	\$3,281	\$5,400	\$3,454	\$703	
50290	Group Flex Benefits	\$100,956	\$108,000	\$98,843	\$20,736	
TOTAL PERSONNEL SERVICES		\$735,626	\$834,900	\$835,167	\$200,257	

WATER UTILITY		2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
		ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

OPERATING

51990		Other Professional Fees	\$2,822	\$8,500	\$1,420	\$4,000	Underground service alert fees for water projects & repairs
52200		Telephone	\$1,669	\$3,000	\$2,278	\$3,759	Cost of telephone service including mobile telephones
52220		Radio Units	\$544	\$500	\$0	\$500	Field and base radio repairs as needed
52424		Maint-Water Distribution	\$72,156	\$70,800	\$49,027	\$65,524	General supplies, meter supplies, maintenance supplies and miscellaneous supplies
52428		Maint-Water Meters	\$53,304	\$9,000	\$8,826	\$9,221	Water meter parts and repairs
52429		Maint-Fire Hydrants	\$20,365	\$5,000	\$5,303	\$9,000	Fire hydrant parts and repairs
52490		Maint-Other Equipment	\$13,885	\$5,500	\$3,821	\$2,500	Contingency for emergency repairs
53200		Training, Conferences and Meetings	\$52	\$0	\$0	\$0	
53210		Employee Training	\$1,746	\$2,000	\$745	\$2,000	Various employee safety trainings
53450		Motor Pool Charges	\$147,696	\$143,338	\$143,338	\$159,573	PW Equipment motor pool charges
53990		Other	\$1,070	\$500	\$282	\$1,100	Vehicle, key and lock supplies as needed
54430		Clothing and Equipment	\$5,248	\$6,000	\$5,309	\$6,000	Uniform contract, Boot allowance, City hats, etc.
54650		Shop Materials	\$2,125	\$3,100	\$1,411	\$2,500	Oxygen cylinder rentals from Airgas West
54740		Cement and Concrete Supplies	\$34,997	\$28,000	\$21,640	\$27,029	Asphalt and concrete supplies
54760		Lumber and Paint Supplies	\$441	\$400	\$0	\$0	
54850		Small Tool and Minor Equipment	\$3,976	\$5,000	\$3,606	\$3,225	Various small tools and minor equipment as needed
54990		General Supplies	\$1,192	\$9,000	\$2,184	\$975	Plumbing and wholesale supplies as needed
55500		Heavy Machinery	\$381,119	\$0	\$0	\$0	
58220		Streets	\$128,196	\$0	\$0	\$0	
58900		Indirect Cost Allocation	\$124,080	\$134,958	\$134,958	\$134,958	
TOTAL OPERATING EXPENSES			\$996,681	\$434,596	\$384,148	\$431,864	

TOTAL WATER - TRANSPORTATION & DISTRIBUTION	\$1,732,307	\$1,269,496	\$1,219,316	\$632,121
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FUND/FUNCTION/PROJECT: 6010-6090

OPERATING

53900		Depreciation Expense	\$957,051	\$928,859	\$925,859	\$947,717	
TOTAL OPERATING			\$957,051	\$928,859	\$925,859	\$947,717	
TOTAL WATER - DEPRECIATION			\$957,051	\$928,859	\$925,859	\$947,717	

FUND/FUNCTION/PROJECT: 6010-8400

OPERATING

56010		Bond Principal	\$0	\$280,000	\$280,000	\$290,000	Water bond principal payments
56050		Bond Interest	\$710,708	\$710,113	\$710,113	\$698,800	Water bond interest payments
56800		Fiscal Agent Fees	\$1,385	\$2,800	\$1,365	\$1,500	Water bond financial services by contractor
56820		Amortized Issuance Expense	\$0	\$4,400	\$0	\$0	
56830		Interest Payment-Carrying Valu	\$0	(\$5,800)	\$0	\$0	
58900		Indirect Cost Allocation	\$16,680	\$22,507	\$22,507	\$22,507	
TOTAL OPERATING			\$728,773	\$1,014,020	\$1,013,986	\$1,012,807	

TOTAL WATER - DEBT SERVICE	\$728,773	\$1,014,020	\$1,013,986	\$1,012,807
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FUND/FUNCTION/PROJECT: 6011-6060

REVENUE

46150		Water Capital Fees	\$452,467	\$435,000	\$400,000	\$435,000	
TOTAL REVENUE			\$452,467	\$435,000	\$400,000	\$435,000	

OPERATING

51005		Consulting Fees	\$4,500	\$4,500	\$0	\$4,500	Water bond financial services by contractor
55100		Buildings and Structures	\$0	\$0	\$3,370	\$0	
55410		Water Distribution System	\$0	\$0	\$0	\$75,000	
55420		Water Service System	\$0	\$80,000	\$80,000	\$80,000	Testing of Grand Avenue Water Well \$50,000, repair of Forestdale Reservoir Roof \$30,000
55420	F1104	Water Service System	\$14,802	\$0	\$0	\$0	
58900		Indirect Cost Allocation	\$30,240	\$20,850	\$30,180	\$20,850	
TOTAL OPERATING			\$49,542	\$105,350	\$113,560	\$180,350	

TOTAL WATER CIP - POWER AND PUMPING	\$49,542	\$105,350	\$113,560	\$180,350
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WATER UTILITY	2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
	ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION/PROJECT: 6011-6080

OPERATING

55410		Water Distribution System	\$0	\$1,500,000	\$0	\$1,853,950	Shaparro Water System Upgrade, CASAD Water System Upgrade, Forestdale Reservoir Roof, Covina Park Well Destruction, Rancho La Merced Reservoir - PAX Mixer, Rancho LA Merced Reservoir - MCC Panel
55410	W1413	Water Distribution System	\$50,000	\$0	\$0	\$0	
58900		Indirect Cost Allocation	\$67,080	\$0	\$0	\$0	
TOTAL OPERATING			\$117,080	\$1,500,000	\$0	\$1,853,950	

TOTAL WATER CIP - TRANSPORTATION & DISTRIBUTION	\$117,080	\$1,500,000	\$0	\$1,853,950
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FUND/FUNCTION/PROJECT: 6011-8800

OPERATING

56210		Lease Principal	\$0	\$282,290	\$282,290	\$311,293	Water meters Lease Principal payments
56250		Lease Interest	\$212,037	\$179,938	\$179,938	\$174,481	Water meters Lease interest payments
58900		Indirect Cost Allocation	\$50,640	\$47,372	\$47,372	\$47,372	
TOTAL OPERATING			\$262,677	\$509,600	\$509,600	\$533,146	

TOTAL WATER CIP - CAPITAL LEASE	\$262,677	\$509,600	\$509,600	\$533,146
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GRAND TOTAL WATER UTILITY REVENUES	\$11,362,401	\$10,214,000	\$9,627,281	\$9,646,500
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GRAND TOTAL WATER UTILITY EXPENSES	\$9,250,437	\$13,766,208	\$8,737,818	\$12,678,229
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NET BUDGET EXCESS (SHORTAGE)	\$2,101,964	(\$3,661,208)	\$889,463	(\$3,032,729)
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Environmental Services

The Environmental Services Division manages programs and initiatives that protect the environment and promote environmental stewardship in our community. Programs and initiatives include the administration of the City's solid waste and recycling contracts, Used Oil and Beverage Container Recycling Grant, energy efficiency programs, and community clean-up events. The Division also provides environmental education and outreach, household hazardous waste and electronic waste collection services, and compressed natural gas (CNG) sales to the public, while conducting industrial waste inspections, investigating illicit discharges of pollutants, and implementing stormwater programs to adhere to regulatory requirements.



ENVIRONMENTAL-WASTE MGMT			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION/PROJECT: 6200-0000

REVENUE

48790	Cash Overage/Shortage	\$8	\$0	\$0	\$0	
48990	Other Revenue	\$39	\$0	\$0	\$0	
TOTAL REVENUE		\$47	\$0	\$0	\$0	

GENERAL AND ADMINISTRATIVE SERVICES FUND/FUNCTION/PROJECT: 6200-5500

REVENUE

48790	Cash Overage/Shortage	\$1	\$0	\$0	\$0	
TOTAL REVENUE		\$1	\$0	\$0	\$0	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$58,617	\$44,300	\$34,365	\$122,566	Public Works Director - 5%, Management Analyst - 5%, Environmental Services & Transportation Manager - 30%, Environmental Services Analyst - 50%, Management Analyst Trainee, Sr. Admin Tech - 60%
50015	Regular Part-Time Employees	\$0	\$0	\$0	\$1,662	Office Assistant I - 5%, Office Assistant II - 5%
50030	Overtime	\$2,079	\$0	\$1,500	\$0	
50110	Medicare Contribution	\$822	\$700	\$1,010	\$1,801	
50120	PERS Contribution-Employee	\$1,081	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$10,924	\$9,900	\$14,348	\$28,400	
50190	Retirement Benefits	(\$2,581)	\$0	\$0	\$0	
50210	Group Health Insurance	\$1,495	\$900	\$489	\$2,619	
50230	Group Life Insurance	\$183	\$170	\$192	\$311	
50240	Group LTD Insurance	\$373	\$450	\$701	\$854	
50290	Group Flex Benefits	\$11,580	\$7,300	\$4,588	\$19,872	
TOTAL PERSONNEL SERVICES		\$84,572	\$63,720	\$57,193	\$178,085	

OPERATING

53200	Training, Conferences and Meetings	\$0	\$500	\$0	\$0	
53990	Other	\$90	\$200	(\$54)	\$0	
54100	Books	\$0	\$200	\$0	\$0	
58570	Industrial Waste	(\$20,004)	\$0	\$0	\$0	
58710	Intergovernmental	\$12,816	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$53,400	\$50,945	\$50,945	\$50,945	
TOTAL OPERATING		\$46,302	\$51,845	\$50,891	\$50,945	

TOTAL ENVIRONMENTAL SERVICES - GEN & ADMINISTRATIVE	\$130,874	\$115,565	\$108,084	\$229,030	
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FUND/FUNCTION/PROJECT: 6200-5520

REVENUE

46380	CNG Station Charge In House	\$443	\$500	\$361	\$500	
46381	CNG Station Charge Outside	\$71,596	\$70,000	\$70,000	\$70,000	
46382	Other Revenue	\$12,028	\$0	\$13,303	\$7,500	
TOTAL REVENUE		\$84,067	\$70,500	\$83,664	\$78,000	

OPERATING

52200	Telephone	\$1,049	\$1,200	\$1,500	\$1,500	Cost of telephone service
52490	Maint-Other Equipment	\$13,923	\$25,000	\$17,582	\$22,000	CNG station repairs and maintenance
53600	Licenses and Taxes	\$7,854	\$10,000	\$7,127	\$12,000	Federal IRS Form 720 Excise Tax, State of California - Quarterly Fuel Taxes
53800	Bank Service Charges	\$3,236	\$3,000	\$4,081	\$4,500	Eleavon Bank - Credit Card Processing
54620	Motor Fuels	\$20,426	\$70,000	\$22,730	\$25,000	CNG fuel purchases
TOTAL OPERATING		\$46,488	\$109,200	\$53,020	\$65,000	

TOTAL ENVIRONMENTAL SERVICES - SALES PROMOTION	\$46,486	\$109,200	\$53,020	\$65,000	
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ENVIRONMENTAL-WASTE MGMT			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

FUND/FUNCTION/PROJECT: 6200-5530

OPERATING

51005	EAUDT	Consulting Fees	\$8,647	\$0	\$0	\$0	
52490		Maint-Other Equipment	\$1,000	\$0	\$0	\$0	
53750		Grant Awards	\$10,000	\$0	\$0	\$0	
58900		Indirect Cost Allocation	\$480	\$241	\$241	\$0	
TOTAL OPERATING			\$20,127	\$241	\$241	\$0	

TOTAL ENVIRONMENTAL SERVICES - ENERGY	\$20,127	\$241	\$241	\$0	
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FUND/FUNCTION/PROJECT: 6200-5540

OPERATING

52412		Maint-Street Infrastructure	\$149,901	\$177,800	\$152,482	\$160,000	
58900		Indirect Cost Allocation	\$3,240	\$4,389	\$4,389	\$4,389	
TOTAL OPERATING			\$153,141	\$182,189	\$156,871	\$164,389	

TOTAL ENVIRONMENTAL SERVICES - STREET SWEEPING	\$153,141	\$182,189	\$156,871	\$164,389	
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FUND/FUNCTION/PROJECT: 6200-5550

REVENUE

43262		Environmental Services Storm Water	\$10,950	\$8,000	\$10,700	\$12,000	
43400		Environmental Services Plan Review	\$7,629	\$5,000	\$4,206	\$5,000	
46385		Environmental Services Storm Water In	\$36,567	\$35,000	\$33,000	\$35,000	
46387		Environmental Services NPDES Env	\$81,150	\$85,000	\$78,600	\$80,000	
46390		Waste Management - Other	\$104	\$0	\$0	\$0	
48500	EEMIS	Private Grants	\$51	\$0	\$0	\$0	
TOTAL REVENUE			\$136,451	\$133,000	\$126,506	\$132,000	

PERSONNEL SERVICES

50010		Regular Full-Time Employees	\$104,426	\$89,068	\$60,000	\$13,450	Finance Manager - 10%, Account Clerk I - 10%
50030		Overtime	\$0	\$0	\$110	\$110	
50040		Vacation Pay	\$0	\$0	\$20	\$0	
50050		Sick Leave Pay	\$0	\$0	\$12,000	\$0	
50110		Medicare Contribution	\$1,467	\$1,300	\$1,400	\$230	
50120		PERS Contribution-Employee	\$1,925	\$0	\$0	\$0	
50130		PERS Contribution-Employer	\$19,463	\$19,900	\$14,000	\$3,120	
50190		Retirement Benefits	(\$4,599)	\$0	\$0	\$0	
50210		Group Health Insurance	\$1,480	\$1,400	\$1,000	\$310	
50230		Group Life Insurance	\$183	\$300	\$120	\$40	
50240		Group LTD Insurance	\$636	\$900	\$400	\$100	
50290		Group Flex Benefits	\$11,580	\$11,700	\$6,500	\$2,310	
TOTAL PERSONNEL SERVICES			\$136,560	\$124,568	\$95,550	\$19,670	

ENVIRONMENTAL-WASTE MGMT			2015	2016	2016	2017	EXPLANATION/JUSTIFICATION
			ACTUAL BUDGET	REVISED BUDGET	PROJECTED BUDGET	ADOPTED BUDGET	

OPERATING

51005	Consulting Fees	\$143,956	\$209,370	\$23,050	\$306,000	Contract plan checking fees for development, Consulting for Kahler Russell Park Infiltration Project
51200	Legal Fees	\$20,863	\$35,000	\$8,600	\$20,000	Richard, Watson, Gershon, NPDES and watershed management advisory services
51800	Testing Fees	\$25,755	\$63,545	\$63,545	\$62,248	Gateway Water Management Authority, CH2M Hill thru LA County, CIMP Implementation (CIP)
51851	Public Agency-Inspection Fees	\$0	\$20,000	\$0	\$0	
51852	Public Agency-Maint Fee	\$1,048	\$6,455	\$2,417	\$3,100	LA County, Catch basin cleanout
53100	Dues and Subscriptions	\$11,623	\$16,000	\$11,825	\$14,558	Houston Engineering MS4 Front Support, SGVCOG membership, CA Contract Cities Assn, CASQA annual subscription
53200	Training, Conferences and Meetings	\$1,917	\$4,000	\$950	\$2,500	SWPPP training
53210	Employee Training	\$258	\$0	\$0	\$0	
53300	Postage	\$577	\$1,000	\$480	\$600	USPO and FedEx, postage and overnight packages
53450	Motor Pool Charges	\$9,000	\$7,808	\$7,808	\$7,115	PW Equipment motor pool charges
53500	Promotion Advertising	\$828	\$11,000	\$0	\$6,000	MS4 Permit, Education materials and outreach
53580	Blueprint and Photocopy	\$146	\$3,000	\$300	\$0	
53610	Permits	\$14,566	\$25,000	\$11,948	\$19,000	SWRCB Waste Discharge, SWRCB Annual Permit Fee, LA County Flood Control District
54150	Promotion Supplies	\$1,565	\$1,000	\$0	\$1,000	Stencil for storm drain marking per stormwater inspection
55320	Storm Drainage System	\$0	\$25,000	\$0	\$50,000	Purchase and install debris screens on storm drains per EWMP requirement (CIP)
58220	Streets	\$2,004	\$20,000	\$20,000	\$20,000	Interdepartmental, Streets assistance with sewer spills and stormwater related incidences
58270	Sanitary Sewer	(\$8,004)	\$0	\$0	\$0	Interdepartment charge removed
58410	Building Inspection	\$7,404	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$47,450	\$45,808	\$45,808	\$45,808	
TOTAL OPERATING		\$280,956	\$493,986	\$196,731	\$557,929	

TOTAL ENVIRONMENTAL SERVICES - ENVIRON SRVCS	\$417,517	\$618,554	\$292,281	\$577,599
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FUND/FUNCTION/PROJECT: 6200-5560

REVENUE

46310	Refuse Collection Fees	\$978	\$0	\$171	\$0
TOTAL REVENUE		\$978	\$0	\$171	\$0

PERSONNEL SERVICES

50015	Regular Part-Time Employees	\$0	\$0	\$69	\$2,100	Office Assistant II (Finance) - 10%, Office Assistant II (Finance) - 5%, Administrative Intern (Finance) - 10%
TOTAL PERSONNEL SERVICES		\$0	\$0	\$69	\$2,100	

OPERATING

58900	Indirect Cost Allocation	\$360	\$331	\$331	\$331
TOTAL OPERATING		\$360	\$331	\$331	\$331

TOTAL ENVIRONMENTAL SERVICES - REFUSE COLLECTION	\$360	\$331	\$400	\$2,431
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FUND/FUNCTION/PROJECT: 6200-5570

REVENUE

41190	Industrial Waste App	\$11,807	\$8,000	\$12,650	\$8,000	IWP permit fees
41990	Miscellaneous Permits	\$116,061	\$126,000	\$137,310	\$128,000	
TOTAL REVENUE		\$127,868	\$134,000	\$149,960	\$136,000	

OPERATING

51005	Consulting Fees	\$48	\$95,000	\$0	\$70,000	Evaluation of IWP program and begin annual inspections, approx 500 businesses (John L. Hunter)
51200	Legal Fees	\$0	\$20,000	\$0	\$7,500	CMC update per LA County IWP program and legal services
53300	Postage	\$65	\$1,000	\$8	\$0	
53500	Promotion Advertising	\$107	\$7,000	\$0	\$0	
53590	General Printing and Binding	\$0	\$0	\$0	\$2,000	Grand Printing, IWP inspection forms
54010	Duplicating/Copying Supplies	\$0	\$2,000	\$326	\$0	
58410	Environmental Services	\$36,996	\$0	\$0	\$0	
58565	Environmental Services	\$20,004	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$2,760	\$4,095	\$4,095	\$4,095	
TOTAL OPERATING		\$59,980	\$129,095	\$4,429	\$83,595	

TOTAL ENVIRONMENTAL SERVICES - INDUSTRIAL WASTE	\$59,980	\$129,095	\$4,429	\$83,595
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ENVIRONMENTAL-WASTE MGMT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION/PROJECT: 6200-5580

REVENUE

41990	Miscellaneous Permits	\$120	\$100	\$120	\$120	IWP permit fees
46315	Integrated Waste Fee	\$777,138	\$460,000	\$785,000	\$712,000	Athens Services, IWMF
46330	General Obligation Bonds Proceeds	\$110,122	\$115,000	\$60,620	\$50,000	Athens Services - Recycling materials rebate
46350	Special Assessment Bond Proceeds	\$3,465	\$3,000	\$4,180	\$3,500	Athens Services - CRV rebate
46390	Waste Management Proceeds	\$80	\$0	\$30	\$0	
TOTAL REVENUE		\$890,905	\$578,100	\$849,950	\$765,620	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$96,805	\$75,498	\$73,669	\$99,265	Public Works Director - 15%, Management Analyst 5%, Environmental Services & Transportation Manager - 25%, Environmental Services Analyst - 10%, Management Analyst Trainee - 60%, Sr. Admin Tech - 30%
50030	Overtime	\$0	\$0	\$500	\$0	
50040	Vacation Pay	\$2,197	\$0	\$0	\$0	
50050	Sick Leave Pay	\$772	\$0	\$0	\$0	
50110	Medicare Contribution	\$1,417	\$1,100	\$1,056	\$1,439	
50120	PERS Contribution-Employee	\$1,745	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$18,021	\$16,900	\$12,903	\$23,001	
50190	Retirement Benefits	(\$4,263)	\$0	\$0	\$0	
50210	Group Health Insurance	\$1,413	\$1,300	\$1,994	\$1,973	
50230	Group Life Insurance	\$306	\$300	\$381	\$234	
50240	Group LTD Insurance	\$550	\$700	\$786	\$692	
50290	Group Flex Benefits	\$12,428	\$10,700	\$15,368	\$14,976	
TOTAL PERSONNEL SERVICES		\$131,391	\$106,498	\$106,657	\$141,580	

OPERATING

51005	Consulting Fees	\$49,548	\$146,745	\$20,000	\$70,000	HF&H, Athens contract review
51620	Special Events	\$15,421	\$2,000	\$1,650	\$36,500	Community Cleanup/HHW, Summer Concert Series Sponsorship, Arbor Day (Tree planting/shredding), Water Conservation
52140	Hazardous Materials	\$14,748	\$20,000	\$9,000	\$12,000	Increased responsibilities placed on City for hazardous waste spills, sewer spills, and pickup of other toxic materials
52200	Telephone	\$1,491	\$3,000	\$2,400	\$2,800	Cost of telephone service
53100	Dues and Subscriptions	\$3,504	\$5,000	\$7,900	\$7,200	CRRA Membership, LA County RMDZ, Facility Dude PW Work Order System
53200	Training, Conferences and Meetings	\$1,023	\$800	\$571	\$800	Meetings for Environmental staff
53300	Postage	\$1,401	\$2,000	\$25	\$5,000	USPO Prop 218 Mailings and postage costs
53450	Motor Pool Charges	\$5,052	\$5,939	\$5,939	\$0	
53500	Promotion Advertising	\$3,829	\$5,000	\$1,252	\$5,000	Athens quarterly inserts for AB341, AB1826, Community Cleanup Event, and CCE banner
53510	Employment Advertising	\$259	\$0	\$0	\$0	
53540	Legal Notices and Publications	\$81	\$150	\$0	\$150	SGV Examiner, Prop 218 legal notice
53580	Blueprint and Photocopy	\$1,109	\$1,000	\$163	\$0	
53590	General Printing and Binding	\$0	\$100	\$0	\$2,000	TT mailing, Prop 218 notices and envelopes
53600	Licenses and Taxes	\$208	\$300	\$223	\$300	CA Dept of Toxic Substance, EPA ID No.
54000	Office Supplies	\$2,299	\$1,500	\$1,500	\$1,500	Office supplies as needed
54150	Promotion Supplies	\$11,647	\$10,000	\$2,816	\$6,500	Compost bins and cartons kitchen composters for Smart Gardening workshops
54990	General Supplies	\$212	\$5,000	\$155	\$1,500	General supplies as needed
55700	Computer Hardware and Software	\$2,371	\$0	\$0	\$0	
58200	Public Works Administration	\$26,796	\$104,200	\$104,200	\$104,200	General Fund Contribution
58900	Indirect Cost Allocation	\$39,240	\$35,952	\$35,952	\$35,952	
TOTAL OPERATING		\$180,238	\$348,686	\$193,746	\$291,402	

TOTAL ENVIRONMENTAL SERVICES - WASTE MANAGEMENT	\$311,628	\$455,184	\$300,403	\$432,982
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FUND/FUNCTION/PROJECT: 6200-5590

OPERATING

53900	Depreciation Expense	\$21,950	\$22,055	\$22,055	\$22,845	
TOTAL OPERATING		\$21,950	\$22,055	\$22,055	\$22,845	

TOTAL ENV SRVCS WASTE MANAGEMENT - DEPRECIATION	\$21,950	\$22,055	\$22,055	\$22,845
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GRAND TOTAL ENVIRONMENTAL-WASTE MGMT REVENUES	\$1,240,317	\$915,600	\$1,210,251	\$1,111,620
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GRAND TOTAL ENVIRONMENTAL-WASTE MGMT EXPENSES	\$1,162,065	\$1,632,414	\$937,784	\$1,577,871
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NET BUDGET EXCESS (SHORTAGE)	\$78,252	(\$716,814)	\$272,467	(\$466,251)
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Sanitary Sewer

The City sewer system includes 121 miles of public sanitary sewer and one sewer lift station. Personnel assigned to sewer maintenance clean and maintain the sewer system in compliance with the Sewer System Management Plan (SSMP), updated in 2014 in compliance with a formal order issued by the State Water Resources Control Board. The order requires every owner and operator of publicly owned sewer systems to develop and implement a system specific SSMP. This plan sets forth goals and actions to be followed, and guidelines for various activities involved in managing, operating, maintaining, repairing, replacing and expanding the sewer system. This includes cleaning all sewer lines annually, all hot spots monthly and CCTV of the entire sewer system every five (5) years.



SANITARY SEWER	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION/PROJECT: 6300-0000

REVENUE

47200	Interest on Investments	\$17,862	\$0	\$220,000	\$220,000	
47500	Unrealized Gain (Loss) on Investments	\$438	\$0	\$0	\$0	
TOTAL REVENUE		\$18,300	\$0	\$220,000	\$220,000	

FUND/FUNCTION/PROJECT: 6300-2700

REVENUE

45700	Sanitary Sewer	\$2,593,326	\$2,150,000	\$2,635,587	\$2,698,842	Sanitary Sewer Property Tax Assessments
48795	Connection Fees	\$1,677	\$0	\$14,220	\$10,000	LA County Refunds and Developer Fees
48990	Other	\$1,316	\$0	\$0	\$0	
TOTAL REVENUE		\$2,596,318	\$2,150,000	\$2,649,807	\$2,708,842	

PERSONNEL SERVICES

						Public Works Director - 5%, Public Works Manager - 10%, Management Analyst - 5%, Sr. Admin Tech - 10%, Environmental Services & Transportation Manager - 10%, Environmental Services Analyst - 5%, Management Analyst Trainee - 10%, Street Maintenance Foreman - 35%, Street Crew Leader - 100%, Street Crew Leader 10%, (2) Street Workers - 100% each. Finance Manager - 20%
50010		Regular Full-Time Employees	\$208,941	\$0	\$205,848	\$239,757
50015	S1003	Regular Part-Time Employees	\$0	\$274,578	\$0	\$0
50015		Regular Part-Time Employees	\$0	\$0	\$0	\$3,324
50030		Overtime	\$14,920	\$9,000	\$11,025	\$10,000
50040		Vacation Pay	\$4,744	\$0	\$11,959	\$0
50050		Sick Leave Pay	\$388	\$0	\$3,274	\$0
50080		Severance Pay	\$767	\$0	\$2,225	\$0
50086		Longevity Pay	\$1,100	\$200	\$0	\$0
50110		Medicare Contribution	\$3,228	\$3,900	\$3,645	\$3,530
50120		PERS Contribution-Employee	\$3,894	\$0	\$0	\$0
50130		PERS Contribution-Employer	\$41,948	\$59,000	\$49,409	\$55,553
50190		Retirement Benefits	(\$10,029)	\$0	\$0	\$0
50210		Group Health Insurance	\$4,323	\$5,000	\$5,982	\$6,344
50230		Group Life Insurance	\$655	\$1,000	\$745	\$756
50240		Group LTD Insurance	\$1,454	\$2,700	\$1,518	\$1,679
50290		Group Flex Benefits	\$36,724	\$46,600	\$40,622	\$48,102
50710		Clothing Allowance	\$20	\$0	\$0	\$0
TOTAL PERSONNEL SERVICES			\$313,077	\$401,978	\$336,252	\$369,045

SANITARY SEWER	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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OPERATING

51005	Consulting Fees	\$21,163	\$60,660	\$1,500	\$15,000	Sewer capacity analysis
51170	Property Tax Administrative	\$15,672	\$16,000	\$3,192	\$19,000	Consultant and LA County fees for tax assessments
51445	Regulatory Fees	\$2,088	\$2,100	\$2,088	\$2,250	Required State Water Resources Control Board NPDES permit
51530	Engineering Fees	\$11,975	\$40,000	\$19,789	\$10,000	Engineering design fees project management, Construction inspection fees for sewer system
51990	Other Professional Fees	\$2,199	\$5,000	\$2,199	\$0	
52120	Electric Utilities	\$889	\$1,000	\$881	\$969	Cost of electric utilities
52200	Telephone	\$257	\$620	\$572	\$1,191	Cost of telephone service
52410	Maint - Improvements Other	\$0	\$0	\$0	\$34,467	Yard Gate Automation (CIP). Miscellaneous Sewer Repairs (CIP)
52420	Maint-Sewage Collection	\$159	\$35,000	\$10,310	\$25,000	Unantic repairs to Jalapa Lift Station and/or sewer collection system
52421	Maint-Sewer Coll-Public Agency	\$416	\$1,000	\$3,771	\$1,000	Sewer rate refunds
53100	Dues and Subscriptions	\$2,625	\$3,187	\$2,278	\$2,924	CWEA, WEF, AWWA memberships and Facility Dude share of work order management system
53200	Training, Conferences and Meetings	\$39	\$0	\$0	\$0	
53210	Employee Training	\$0	\$500	\$348	\$2,500	Employee safety training
53540	Legal Notices and Publications	\$218	\$0	\$0	\$0	
53600	Licenses and Taxes	\$41	\$0	\$0	\$0	
53990	Other	\$3,374	\$4,680	\$478	\$2,700	Parts/supplies as needed
54430	Clothing and Equipment	\$1,974	\$2,200	\$1,912	\$2,041	Uniform contract, Boot allowance, City hats, etc.
54660	Chemical Supplies	\$1,920	\$4,000	\$150	\$2,000	Chemicals for sanitary sewer overflows
54680	Equipment Parts	\$0	\$4,500	\$0	\$1,500	Maintenance of vactor truck and camera
54850	Small Tool and Minor Equipment	\$7,512	\$12,000	\$0	\$7,250	Tools for maintenance and repairs of sewer system
54990	General Supplies	\$1,493	\$2,000	\$798	\$2,500	Supplies for maintenance of sewer system
55900	Other Equipment	\$0	\$80,000	\$0	\$83,000	Sewer Line Camera System (CIP)
58200	Public Works Administration	\$171,996	\$156,300	\$156,300	\$156,300	General fund contribution
58290	Yard Center	\$11,004	\$11,000	\$11,000	\$11,000	General fund contribution
58550	Environmental	\$8,004	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$196,200	\$62,380	\$62,380	\$62,380	
TOTAL OPERATING		\$461,217	\$504,127	\$279,946	\$444,972	

TOTAL SANITARY SEWER	\$774,294	\$906,105	\$616,198	\$814,017
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FUND/FUNCTION/PROJECT: 6300-6390

OPERATING

53900	Depreciation Expense	\$167,735	\$172,402	\$172,402	\$173,068	
TOTAL OPERATING		\$167,735	\$172,402	\$172,402	\$173,068	

TOTAL SANITARY SEWER - DEPRECIATION	\$167,735	\$172,402	\$172,402	\$173,068
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FUND/FUNCTION/PROJECT: 6300-8400

OPERATING

56010	Bond Principal	\$0	\$675,000	\$675,000	\$695,000	Sewer bond principal payments
56050	Bond Interest	\$642,063	\$619,781	\$619,781	\$598,850	Sewer bond interest payments
58900	Indirect Cost Allocation	\$20,520	\$29,139	\$29,139	\$29,139	
TOTAL OPERATING		\$662,583	\$1,323,920	\$1,323,920	\$1,322,989	

TOTAL SANITARY SEWER - DEBT SERVICE	\$662,583	\$1,323,920	\$1,323,920	\$1,322,989
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FUND/FUNCTION/PROJECT: 6300-8800

OPERATING

58900	Indirect Cost Allocation	\$124,440	\$114,459	\$114,459	\$114,459	
TOTAL OPERATING		\$124,440	\$114,459	\$114,459	\$114,459	

TOTAL SANITARY SEWER - CAPITAL LEASE	\$124,440	\$114,459	\$114,459	\$114,459
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TOTAL SANITARY SEWER REVENUES	\$2,614,618	\$2,150,000	\$2,869,807	\$2,928,842
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GRAND TOTAL SANITARY SEWER EXPENSES	\$1,729,052	\$2,516,886	\$2,226,979	\$2,424,533
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NET BUDGET EXCESS (SHORTAGE)	\$885,566	(\$366,886)	\$642,828	\$504,309
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Central Equipment

Central Equipment procures, maintains, repairs and disposes of the City's 108 vehicles and fuel-powered heavy equipment, 53 police vehicles and 92 pieces of portable equipment. Additionally, Division personnel operate and maintain the City's three stationary emergency generators located at City Hall, City Yard, and the Police Department, as well as administering their related license, permit and tax compliance issues. Central Equipment also handles the purchasing and operational responsibilities for the Yard's gasoline and diesel fueling station, which are also used by Covina Valley Unified School District and the L.A. County Fire Department, as well as on-site assistance for the public Compressed Natural Gas (CNG) fueling station.



CENTRAL EQUIPMENT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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JND / FUNCTION: 7010-0000

REVENUE

47200	Interest On Investments	\$0	\$3,000	\$3,000	\$3,000	
TOTAL REVENUE		\$0	\$3,000	\$3,000	\$3,000	

OPERATING

58900	Indirect Cost Allocation	\$0	\$0	\$0	\$20,248	
TOTAL OPERATING		\$0	\$0	\$0	\$20,248	

TOTAL CENTRAL EQUIPMENT (7010-0000)	\$0	\$0	\$0	\$20,248	
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FUND / FUNCTION: 7010-6000

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$26,231	\$27,300	\$26,966	\$43,975	Public Works Director - 5%, Management Analyst - 5%, Sr. Admin Tech - 10% (Public Works), Sr. Admin Tech - 50% (Finance)
50015	Regular Part-Time Employees	\$0	\$0	\$0	\$4,986	Office Assistant I - 15%, Office Assistant II - 15%
50030	Overtime	\$114	\$0	\$401	\$0	
50110	Medicare Contribution	\$430	\$400	\$418	\$717	
50120	PERS Contribution-Employee	\$520	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$5,257	\$6,000	\$5,702	\$10,198	PERS Employer - Contribution
50190	Retirement Benefits	(\$1,239)	\$0	\$0	\$0	
50210	Group Health Insurance	\$208	\$700	\$0	\$1,064	
50230	Group Life Insurance	\$91	\$100	\$93	\$126	
50240	Group LTD Insurance	\$180	\$300	\$188	\$313	
50290	Group Flex Benefits	\$5,391	\$5,800	\$5,063	\$8,064	
TOTAL PERSONNEL SERVICES		\$37,184	\$40,600	\$38,831	\$69,442	

OPERATING

32200	Telephone	\$242	\$300	\$500	\$967	Cost of telephone service
53300	Postage	\$37	\$50	\$15	\$50	USPS and FedEx postage charges
53500	Promotion Advertising	\$223	\$300	\$0	\$0	
53590	General Printing and Binding	\$0	\$0	\$0	\$300	Grand Printing, Business cards, Miscellaneous printing
54000	Office Supplies	\$451	\$500	\$461	\$500	Office supplies as needed
54010	Duplicating/Copying Supplies	\$689	\$0	\$0	\$0	
58900	Indirect Cost Allocation	\$20,160	\$20,248	\$20,248	\$0	
TOTAL OPERATING		\$21,802	\$21,398	\$21,224	\$1,817	

TOTAL CENTRAL EQUIPMENT - ADMINISTRATION	\$58,986	\$61,998	\$60,055	\$71,259	
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CENTRAL EQUIPMENT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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JND / FUNCTION: 7010-6010

REVENUE

46400	Motor Pool Charges	\$1,135,332	\$199,924	\$199,924	\$228,925	Reflects charges to City departments for services
46430	Fuel Charges- Outside Sales	\$101,922	\$135,000	\$72,486	\$71,500	Fuel sales revenue from LA County Fire and school districts
48700	Gain on Sale of Property	\$17,261	\$0	\$32,550	\$0	
48900	Internal Service Charges	\$0	\$1,181,467	\$843,540	\$803,384	Reflects charges to City departments for services
48990	Other	\$1,166	\$0	\$0	\$0	
TOTAL REVENUE		\$1,255,680	\$1,516,391	\$1,148,500	\$1,103,809	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$242,056	\$262,300	\$222,340	\$195,293	Equipment Maintenance Supervisor - 100%, Senior Equipment Mechanic - 100%, Equipment Mechanic - 100%
50015	Regular Part-Time Employees	\$20,248	\$0	\$1,133	\$0	
50030	Overtime	\$8,827	\$8,000	\$6,562	\$7,000	
50040	Vacation Pay	\$7,916	\$0	\$21,113	\$0	
50086	Longevity Pay	\$2,500	\$0	\$0	\$3,000	
50110	Medicare Contribution	\$4,405	\$3,800	\$3,484	\$2,832	
50120	PERS Contribution-Employee	\$5,140	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$51,954	\$57,800	\$47,212	\$45,251	
50190	Retirement Benefits	(\$12,101)	\$0	\$0	\$0	
50210	Group Health Insurance	\$4,493	\$5,900	\$5,126	\$4,554	
50230	Group Life Insurance	\$730	\$1,000	\$613	\$540	
50240	Group LTD Insurance	\$1,753	\$2,600	\$1,442	\$1,361	
50290	Group Flex Benefits	\$43,995	\$43,600	\$39,135	\$34,560	
TOTAL PERSONNEL SERVICES		\$381,916	\$385,000	\$348,160	\$294,391	

OPERATING

52200	Telephone	\$725	\$800	\$1,500	\$2,901	Cost of telephone service
52410	Maint-Improvements Other	\$3,204	\$5,000	\$0	\$0	
52450	Maint - Motor Vehicles	\$45,254	\$55,000	\$36,000	\$50,000	Various vehicle maintenance on city motor vehicles
52490	Maint - Other Equipment	\$1,748	\$5,000	\$0	\$8,250	Shop equipment maintenance
53200	Conferences and Meetings	\$52	\$0	\$0	\$0	
53210	Employee Training	\$280	\$2,000	\$1,695	\$2,000	Automotive training, Employee safety training
53600	Licenses and Taxes	\$675	\$1,500	\$1,636	\$1,700	SCAQMD, Air Resources Board, DMV licenses, taxes and title
53610	Permits	\$2,730	\$3,000	\$2,756	\$3,000	SCAQMD permits, LA County Fire Department permits
53990	Other	\$41	\$200	\$200	\$0	
54000	Office Supplies	\$60	\$0	\$0	\$0	
54100	Books	\$0	\$300	\$0	\$0	
54430	Clothing and Equipment	\$3,759	\$4,000	\$2,775	\$3,807	Employee uniforms and boot allowance
54610	Cleaning Supplies	\$104	\$150	\$0	\$0	
54620	Motor Fuels	\$321,030	\$325,000	\$270,486	\$325,000	Various unleaded gasoline and diesel fuel
54630	Lubricants and Additives	\$7,101	\$9,000	\$6,185	\$8,000	General petroleum, lubricants and additives
54650	Shop Materials	\$4,635	\$6,500	\$2,344	\$4,000	General supplies from Airgas West, Grainger, Lawson Products
54670	Vehicle Parts	\$49,560	\$50,000	\$35,000	\$40,000	Various auto parts from vendors as needed
54680	Equipment Parts	\$14,685	\$15,000	\$12,000	\$15,000	Various equipment parts from vendors as needed
54690	Tires	\$16,234	\$24,000	\$13,000	\$18,000	Tires as needed from various vendors
54760	Lumber and Paint Supplies	\$91	\$100	\$0	\$0	
54850	Small Tool and Minor Equipment	\$28,905	\$5,000	\$4,500	\$5,000	Small tools and minor equipment as needed
55550	Motor Vehicles	\$353,642	\$182,116	\$182,116	\$338,896	Police Department vehicles (CIP)
55900	Other Equipment	\$39,626	\$0	\$0	\$0	
58200	Public Works Administration	\$0	\$0	\$0	\$3,590	
58290	Yard Center	\$18,696	\$18,700	\$18,700	\$75,354	
58900	Indirect Cost Allocation	\$102,960	\$92,155	\$92,155	\$92,155	
TOTAL OPERATING		\$1,015,797	\$804,521	\$683,048	\$996,653	

TOTAL CENTRAL EQUIPMENT - OPERATIONS	\$1,397,713	\$1,189,521	\$1,031,208	\$1,291,044	
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CENTRAL EQUIPMENT	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND / FUNCTION: 7010-6090

OPERATING

53900	Depreciation Expense	\$247,078	\$268,342	\$0	\$259,787	
58900	Indirect Cost Allocation	\$3,120	\$6,033	\$3,170	\$6,033	
TOTAL OPERATING		\$250,198	\$274,375	\$3,170	\$265,820	

TOTAL CENTRAL EQUIPMENT - DEPRECIATION	\$250,198	\$274,375	\$3,170	\$265,820	
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TOTAL CENTRAL EQUIPMENT (ALL FUNDS)	\$1,706,897	\$1,525,894	\$1,094,433	\$1,648,372	
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Information Technology

Information Technology (IT) is responsible for the overall information systems of the City including planning, budgeting, purchasing, special projects and conversions. IT is responsible for the following support services:

- City-wide telecommunication Services
- GIS Enterprise Services
- Help Desk support
- Strategic information technology planning

City-wide Telecommunication Services

Covina's IT program manages the networking needs of seven sites. Each site has a combination of routers, switches, internet service, and cabling that must be regularly maintained. In order for these sites to communicate efficiently, IT has created and manages a Wide Area Network (WAN) composed of a combination of fiber-optics and T1 circuits between each site. IT establishes and monitors the security of these systems to detect and prevent intrusions and other malicious attacks.

IT is also responsible for the city-wide telephone system, the City's cellular plan, and Covina Police Department's 911 dispatching center. The telephone system consists of 223 handsets, eight VOIP gateways, and a network of telecommunication lines to connect it together and to the public phone system. The City's cellular plan consists of 98 mobile devices including cell phones, smart phones, tables, and mobile hotspots.

IT works closely with other City departments, service providers, State and Federal Authorities to ensure our services are dependable, reliable, and secure.

GIS Enterprise Services

Covina's GIS Enterprise continues to improve the way that we plan for and manage our assets, serve our citizens and business community, make decisions, and communicate. IT is responsible for developing and maintaining the City's current GIS Application which includes geographical information on: Zoning, Planning, Storm Water Management, Police Services for 911 Dispatch and Records, Address/Land Management, Public Mailing Labels, Parcel Ownership, Housing Elements, Public Information for Customer Service, Internal/External Apps for mobile services, and the Rental Housing Inspection Program for which the City received the prestigious Helen Putnam Award. Some positive outcomes with Covina's GIS have allowed us to create GIS Applications for the city and discontinue several previously contracted program services.

Help Desk Support



Finance Department

FY 2016/17 Adopted Budget

IT provides wide variety of support and services to all City staff for all technology related equipment and peripherals, including desktop PC's, laptops, VoIP phones, MFP's, scanners, cameras, and all associated software. Servicing approximately 300 City employees, IT staff delivers excellent customer and effective support with a high regard for efficiency. Social Media, Television, and Website outlets are also managed by IT staff with regular updates, information, and programs being delivered via these mediums. Audio Video equipment setup, management, and staff training are also managed by IT. All technology used within the City is managed and supported by IT while also effectively researching new solutions that can contribute to increased productivity and efficiency of City operations.

Strategic Information Technology Planning

IT understands that the effective use of Information Technology can positively impact the way in which the City operates. The Strategic Information Technology Plan for the City of Covina directly supports the City's goals:

- Protect and enhance the City's financial health and stability
 - Protect the City's investment in computer systems and to ensure stable computer operations for the software that maintains the City's financial and mission critical records.
- Review and prioritize capital infrastructure needs and implement projects
 - IT supports the City's capital infrastructure goals by assisting departments in selecting, implementing, maintaining, or updating technologies that support infrastructure needs
- Develop and implement more effective communication and outreach with the community
 - Upgrade the web site with expanded interactive tools for citizen use and evaluating further E-government tools for our citizens.
- Maintain appropriate and essential public services in cost-effective manner
 - IT supports efficiency through technology enhancements that streamline operations.



Information Technology	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION/OBJECT: 7200-6200

REVENUE

48900	Internal Service Charges	\$0	\$1,575,104	\$1,575,104	\$1,575,104	
48990	Other	\$214	\$0	\$0	\$0	
TOTAL REVENUE		\$214	\$1,575,104	\$1,575,104	\$1,575,104	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$62,913	\$222,667	\$57,000	\$59,110	Finance Director - 25%, GIS Tech - 100%
50015	Regular Part-Time Employees	\$205	\$0	\$31,500	\$41,710	
50040	Vacation Pay	\$3,724	\$0	\$0	\$0	
50050	Sick Leave Pay	\$361	\$0	\$0	\$0	
50110	Medicare Contribution	\$1,204	\$3,729	\$1,350	\$1,470	
50120	PERS Contribution-Employee	\$0	\$0	\$9,010	\$0	
50130	PERS Contribution-Employer	\$13,601	\$47,911	\$13,000	\$23,370	PERS Employer - Contribution
50190	Retirement Benefits	(\$3,538)	\$0	\$0	\$0	
50210	Group Health Insurance	\$1,541	\$4,813	\$1,500	\$1,900	
50230	Group Life Insurance	\$184	\$780	\$185	\$230	
50240	Group LTD Insurance	\$484	\$2,204	\$390	\$720	
50290	Group Flex Benefits	\$11,682	\$37,440	\$10,650	\$14,400	
TOTAL PERSONNEL SERVICES		\$92,360	\$319,544	\$124,585	\$142,910	

OPERATING

51005	Consulting Fees	\$39,550	\$305,000	\$305,000	\$305,000	\$300,000 BreaIT contract for services
51795	Software Lease Fees	\$219,328	\$241,000	\$241,000	\$241,000	Financial Software Lease
52200	Telephone	\$3,612	\$68,910	\$55,000	\$60,000	Cost of telephone service
52310	Security Services	\$0	\$0	\$600	\$0	
52400	Maint-Buildings	\$410	\$0	\$0	\$0	
52480	Maint-Computer Hardware/Softwr	\$57,693	\$290,563	\$160,000	\$180,000	Hardware maintenance for scanners and printer and software maintenance for software used throughout the City
53100	Dues and Subscriptions	\$150	\$0	\$150	\$0	
53200	Training, Conferences and Meetings	\$928	\$10,240	\$500	\$0	
53210	Employee Training	\$4,760	\$0	\$0	\$0	
53300	Postage	\$0	\$100	\$100	\$100	Cost of postage
53400	Mileage Reimbursement	\$96	\$0	\$0	\$0	
53450	Motor Pool Charges	\$4,260	\$0	\$0	\$0	
53580	Blueprint and Photocopy	\$0	\$100	\$0	\$100	Copy paper, materials, etc.
53990	Other	\$90	\$0	\$0	\$0	
54000	Office Supplies	\$550	\$2,000	\$2,000	\$2,000	Office supplies as needed
54010	Duplicating/Copying Supplies	\$0	\$0	\$100	\$0	
54030	Computer Supplies	\$20,432	\$50,000	\$20,000	\$20,000	Small repairs to PCs and printers; keyboards, mice, and monitors; decrease reflects toner supplies
55700	Computer Hardware and Software	\$18,747	\$77,000	\$77,000	\$0	
58900	Indirect Cost Allocation	(\$1,399,800)	\$0	\$0	\$0	
TOTAL OPERATING		(\$1,029,195)	\$1,044,913	\$861,450	\$808,200	

TOTAL IT - ADMINISTRATION	(\$936,835)	\$1,364,457	\$986,035	\$951,110	
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FUND/FUNCTION: 7200-6290

OPERATING

53900	Depreciation Expense	\$161,426	\$276,160	\$276,160	\$72,086	
58900	Indirect Cost Allocation	(\$275,160)	\$0	(\$276,160)	\$0	
TOTAL OPERATING		(\$113,734)	\$276,160	\$0	\$72,086	

TOTAL IT - DEPRECIATION	(\$113,734)	\$276,160	\$0	\$72,086	
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IT Admin - City Manager

OPERATING

54000	Office Supplies	\$371	\$0	\$0	\$0	
TOTAL OPERATING		\$371	\$0	\$0	\$0	

TOTAL IT ADMIN - CITY MANAGER	\$371	\$0	\$0	\$0	
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Information Technology	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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IT Admin - Finance

OPERATING

52200	Telephone	\$994	\$0	\$1,500	\$1,500	Cost of telephone service
54030	Computer Supplies	\$280	\$0	\$0	\$0	
TOTAL OPERATING		\$1,274	\$0	\$1,500	\$1,500	

TOTAL IT ADMIN - FINANCE	\$1,274	\$0	\$1,500	\$1,500	
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IT Admin - City Clerk

OPERATING

52200	Telephone	\$43,867	\$0	\$7,500	\$7,500	Cost of telephone service
52470	Maint - Office Equipment	\$1,013	\$0	\$0	\$0	
52480	Maint - Computer Hardware/Software	\$137,665	\$0	\$5,000	\$5,000	Hardware maintenance for scanners and printer and software maintenance for software used throughout the City
53100	Dues and Subscriptions	\$6,327	\$0	\$0	\$0	
54000	Office Supplies	\$316	\$0	\$0	\$0	
54030	Computer Supplies	\$8,003	\$0	\$0	\$0	
55700	Computer Hardware and Software	\$125,411	\$0	\$0	\$0	
TOTAL OPERATING		\$322,602	\$0	\$12,500	\$12,500	

TOTAL IT ADMIN - CITY CLERK	\$322,602	\$0	\$12,500	\$12,500	
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IT Admin - Public Works

OPERATING

52200	Telephone	\$972	\$0	\$1,000	\$1,000	Cost of telephone service
52480	Maint - Computer Hardware/Software	\$6,328	\$0	\$0	\$0	
53100	Dues and Subscriptions	\$649	\$0	\$0	\$0	
54030	Computer Supplies	\$3,921	\$0	\$0	\$0	
55700	Computer Hardware and Software	\$2,916	\$0	\$0	\$0	
TOTAL OPERATING		\$14,787	\$0	\$1,000	\$1,000	

TOTAL IT ADMIN - PUBLIC WORKS	\$14,787	\$0	\$1,000	\$1,000	
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IT Admin - Parks

OPERATING

52200	Telephone	\$3,315	\$0	\$4,550	\$4,550	Cost of telephone service
52310	Security Services	\$572	\$0	\$0	\$0	
52480	Maint - Computer Hardware/Software	\$3,643	\$0	\$0	\$0	
54030	Computer Supplies	\$3,602	\$0	\$0	\$0	
TOTAL OPERATING		\$11,132	\$0	\$4,550	\$4,550	

TOTAL IT ADMIN - PARKS	\$11,132	\$0	\$4,550	\$4,550	
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IT Admin - Teen

OPERATING

52200	Telephone	\$948	\$0	\$1,000	\$1,000	Cost of telephone service
TOTAL OPERATING		\$948	\$0	\$1,000	\$1,000	

TOTAL IT ADMIN - TEEN	\$948	\$0	\$1,000	\$1,000	
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IT Admin - Senior

OPERATING

52200	Telephone	\$948	\$0	\$700	\$700	Cost of telephone service
TOTAL OPERATING		\$948	\$0	\$700	\$700	

TOTAL IT ADMIN - SENIOR	\$948	\$0	\$700	\$700	
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Information Technology	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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IT Admin - Library

OPERATING

52480	Maint - Computer Hardware/Software	\$46,344	\$0	\$6,000	\$6,000	Hardware maintenance for scanners and printer and software maintenance for software used throughout the City
53100	Dues and Subscriptions	\$3,780	\$0	\$0	\$0	
54000	Office Supplies	\$22	\$0	\$0	\$0	
54030	Computer Supplies	\$1,028	\$0	\$0	\$0	
TOTAL OPERATING		\$51,174	\$0	\$6,000	\$6,000	

TOTAL IT ADMIN - LIBRARY	\$51,174	\$0	\$6,000	\$6,000
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IT Admin - Community Development

OPERATING

52200	Telephone	\$1,015	\$0	\$720	\$700	Cost of telephone service
TOTAL OPERATING		\$1,015	\$0	\$720	\$700	

TOTAL IT ADMIN - COMMUNITY DEVELOPMENT	\$1,015	\$0	\$720	\$700
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IT Admin - IT

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$346,129	\$0	\$70,000	\$0	
50035	Compensation Time	\$0	\$0	\$1,500	\$0	
50040	Vacation Pay	\$12,807	\$46,604	\$44,000	\$0	
50050	Sick Leave Pay	\$0	\$49,094	\$46,500	\$0	
50080	Severance Pay	\$0	\$11,528	\$7,000	\$0	
50110	Medicare Contribution	\$6,531	\$0	\$2,500	\$0	
50120	PERS Contribution-Employee	\$6,823	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$82,392	\$0	\$14,100	\$0	
50190	Retirement Benefits	(\$19,470)	\$0	\$0	\$0	
50210	Group Health Insurance	\$6,173	\$0	\$1,200	\$0	
50230	Group Life Insurance	\$943	\$0	\$90	\$0	
50240	Group LTD Insurance	\$2,790	\$0	\$190	\$0	
50290	Group Flex Benefits	\$59,366	\$0	\$9,500	\$0	
TOTAL PERSONNEL SERVICES		\$504,485	\$107,226	\$196,580	\$0	

OPERATING

52200	Telephone	\$15,176	\$0	\$7,500	\$7,500	Cost of telephone service
52480	Maint - Computer Hardware/Software	\$40,454	\$0	\$0	\$0	
53100	Dues and Subscriptions	\$3,608	\$0	\$0	\$0	
53200	Training, Conferences and Meetings	(\$180)	\$0	\$0	\$0	
53300	Postage	\$185	\$0	\$1	\$0	
53580	Blueprint and Photocopy	\$39	\$0	\$0	\$0	
53590	General Printing and Binding	\$62	\$0	\$0	\$0	
54000	Office Supplies	\$355	\$0	\$0	\$0	
54030	Computer Supplies	\$3,198	\$0	\$0	\$0	
55700	Computer Hardware and Software	\$21,229	\$0	\$0	\$0	
TOTAL OPERATING		\$84,126	\$0	\$7,501	\$7,500	

TOTAL IT ADMIN - IT	\$588,611	\$107,226	\$204,081	\$7,500
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TOTAL INFORMATION TECHNOLOGY (ALL FUNDS)	(\$57,708)	\$1,747,843	\$1,218,086	\$1,058,646
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Workers Compensation

The City of Covina Workers' Compensation program is managed by the Human Resources Director/Risk Manager. Overall claim administration and processing is provided through a contract with a third party administrator (TPA) firm, AdminSure, Inc. The number and severity of claims varies from year to year dependent upon work related injuries. The City averages 55 open claims with an average of 26 new work related injury claims reported per year.



WORKERS COMPENSATION	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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WORKERS COMPENSATION FUND / FUNCTION: 7360-0860

REVENUE

49110	Operating Transfers from General Fund	\$1,256,345	\$0	\$0	\$0	
TOTAL REVENUE		\$1,256,345	\$0	\$0	\$0	

FUND / FUNCTION: 7360-0860

REVENUE

43025	Workers Compensation Charges	\$39	\$0	\$28,742	\$0	
48900	Internal Service Charges	\$0	\$448,161	\$448,161	\$448,161	Reflects charges to City departments for services
TOTAL REVENUE		\$39	\$448,161	\$476,903	\$448,161	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$56,341	\$60,009	\$60,000	\$60,000	HR Director - 40%
50038	Education Pay	\$0	\$1,200	\$0	\$1,200	Education Pay for HR Director
50040	Vacation Pay	\$8,740	\$0	\$7,391	\$0	
50050	Sick Leave Pay	\$4,521	\$0	\$0	\$0	
50110	Medicare Contribution	\$1,076	\$885	\$900	\$870	
50120	PERS Contribution-Employee	\$930	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$12,192	\$10,993	\$11,000	\$13,910	PERS Employer - Contribution
50190	Retirement Benefits	(\$2,981)	\$0	\$0	\$0	
50210	Group Health Insurance	\$909	\$597	\$575	\$610	
50230	Group Life Insurance	\$108	\$53	\$60	\$80	
50240	Group LTD Insurance	\$411	\$466	\$380	\$420	
50290	Group Flex Benefits	\$6,931	\$4,614	\$200	\$4,610	
TOTAL PERSONNEL SERVICES		\$89,178	\$78,817	\$80,506	\$81,700	

PERATING

51260	Workers Comp - Legal	\$83,163	\$60,000	\$50,000	\$50,000	Workers' Compensation claims attorney fees
51310	Workers Comp - Administrators	\$40,500	\$66,000	\$75,000	\$135,000	Workers' Compensation Bill Review and Utilization Review Fees, Workers' Compensation Claim Services, Third Party Administration Fees
51320	Risk Management Fees	\$25,016	\$23,000	\$4,820	\$10,000	Workers' Compensation program actuarial study fees
51325	Employee Assistance Fees	\$6,240	\$6,240	\$6,250	\$6,240	Employee Assistance Program
51330	Medical Fees	\$167,967	\$180,000	\$235,000	\$180,000	Medical costs associated with work related injuries.
52200	Telephone	\$442	\$430	\$1,000	\$430	Cost of telephone service
52470	Maint-Office Equipment	\$0	\$0	\$1,000	\$0	
53000	Liability Claims	\$181,085	\$200,000	\$200,000	\$100,000	Workers' Compensation program disability payments, Life pension payments, Death benefits
53010	General Insurance	\$80,156	\$102,000	\$123,214	\$148,256	Excess Premium for Workers' Compensation Insurance Coverage; reflects rate increase for FY 15/16
53100	Dues and Subscriptions	\$118	\$0	\$0	\$150	PARMA Membership
53210	Employee Training	\$987	\$4,000	\$0	\$2,500	Defensive driver safety training for employees
54000	Office Supplies	\$0	\$0	\$0	\$2,000	Office supplies as needed
54350	Special Supplies	\$659	\$7,673	\$0	\$0	
58900	Indirect Cost Allocation	(\$418,680)	\$0	\$0	\$0	
TOTAL OPERATING		\$167,653	\$649,343	\$696,284	\$634,576	

TOTAL WORKERS COMPENSATION	\$256,830	\$728,160	\$776,791	\$716,276	
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Public Liability

The City of Covina's Public Liability program is administered and maintained by the Risk Manager. Liability claims are reviewed and investigated to determine liability, and subsequently denied or approved for payment by the Risk Manager. The City Manager approves claims between \$15,000 and \$25,000. City Council approval is required for claims in excess of \$25,000. Liability claims average approximately 30 per fiscal year. Through diligent claims management, legal fees and claim payments have gone down for the last two years. Recouping damages on behalf of the City of Covina is also reflected in Public Liability.



PUBLIC LIABILITY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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FUND/FUNCTION/PROJECT: 7370-0000

OPERATING

59110	Transfer - General Fund	\$1,001,926	\$0	\$0	\$0	
TOTAL OPERATING		\$1,001,926	\$0	\$0	\$0	

TOTAL PUBLIC LIABILITY (7370-0000)	\$1,001,926	\$0	\$0	\$0	
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FUND/FUNCTION/PROJECT: 7370-0870

REVENUE

43026	Property Damage Charges	\$66,962	\$35,000	\$0	\$35,000	Recovery for damage by third parties to City property.
46755	Event Insurance	\$2,621	\$0	\$0	\$0	
48900	Internal Service Charges	\$0	\$244,396	\$244,396	\$244,396	
TOTAL REVENUE		\$69,583	\$279,396	\$244,396	\$279,396	

PERSONNEL SERVICES

50010	Regular Full-Time Employees	\$56,341	\$60,000	\$60,000	\$60,000	HR Director - 40%
50038	Education Pay	\$0	\$1,200	\$0	\$1,200	
50040	Vacation Pay	\$8,740	\$0	\$7,400	\$8,750	
50050	Sick Leave Pay	\$4,521	\$0	\$0	\$0	
50110	Medicare Contribution	\$1,076	\$885	\$890	\$870	
50120	PERS Contribution-Employee	\$930	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$12,192	\$10,993	\$11,000	\$13,910	PERS Employer - Contribution
50190	Retirement Benefits	(\$2,981)	\$0	\$0	\$0	
50210	Group Health Insurance	\$909	\$597	\$575	\$610	
50230	Group Life Insurance	\$108	\$53	\$60	\$80	
50240	Group LTD Insurance	\$411	\$466	\$380	\$420	
50290	Group Flex Benefits	\$6,931	\$4,614	\$190	\$4,610	
TOTAL PERSONNEL SERVICES		\$89,178	\$78,808	\$80,495	\$90,450	

OPERATING

51200	Legal Fees	\$32,588	\$75,000	\$120,000	\$100,000	Legal fees for liability claims
52200	Telephone	\$494	\$430	\$500	\$430	Cost of telephone service
52470	Maint-Office Equipment	\$490	\$0	\$500	\$0	
53000	Liability Claims	\$94,127	\$100,000	\$130,000	\$150,000	Liability claim payments
53010	General Insurance	\$110,685	\$121,672	\$125,468	\$181,905	Various types of insurance programs
53200	Training, Conferences and Meetings	\$461	\$0	\$0	\$0	
54000	Office Supplies	\$0	\$0	\$0	\$2,000	Office supplies as needed
58900	Indirect Cost Allocation	(\$238,488)	\$0	\$0	\$0	
59110	Transfer - General Fund	\$0	\$0	\$26,000	\$0	
59140	Transfer - Capital Projects Fund	\$0	\$0	\$10,000	\$0	
TOTAL OPERATING		\$357	\$297,102	\$412,468	\$434,335	

TOTAL PUBLIC LIABILITY	\$89,536	\$375,910	\$492,963	\$524,785	
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FUND/FUNCTION/PROJECT: 7370-0930

OPERATING

51990	1404	Other Professional Fees	\$0	\$206,000	\$0	\$0	
TOTAL OPERATING			\$0	\$206,000	\$0	\$0	

TOTAL PUBLIC LIABILITY - CIVIC CENTER OPERATION	\$0	\$206,000	\$0	\$0	
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TOTAL PUBLIC LIABILITY (ALL FUNDS)	\$1,091,462	\$581,910	\$492,963	\$524,785	
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**SACRA - Successor Agency to the
Covina Redevelopment Agency
FY 2016/17 Adopted Budget**

**Successor Agency to the
Covina Redevelopment Agency**

The Covina Redevelopment Agency was dissolved effective February 1, 2012, with the passage of AB X126. AB X126 provides that successor agencies be designated as successor entities to the former redevelopment agencies, and provides that, with certain exceptions, all authority, rights, powers, duties and obligations previously vested with the former redevelopment agencies, under the CRL, are vested in the successor agencies. By City Resolution 12-7041, dated January 11, 2012, the City Council of the City of Covina elected to become the Successor Agency to the Covina Redevelopment Agency (SACRA). The primary function of SACRA is to wind down the Agency.

With the dissolution of redevelopment agencies, the tax increment no longer flows to SACRA for redevelopment activities. The County of Los Angeles pass through funds sufficient to meet SACRA recognized obligations ("ROPS") which are primarily debt service and other ongoing contractual obligations. Additionally, funding in the amount of \$250,000 is passed through to SACRA for administration expenses during the wind-down period.

As part of the procedure, the SACRA Board approves a semi-annual ROPS schedule which is then forwarded to an Oversight Board, comprised of representatives from City, County, Labor and Education. The Oversight Board approves the ROPS prior to submission to the State of California Department of Finance ("DOF"), County Auditor Controller ("CAC") and County Administrative Officer ("CAO"). Funding for ROPS is not considered approved until the DOF, who has the final say in these matters, approves and submits ROPS to CAC for disbursement.

SACRA received a Finding of Completion from DOF on April 18, 2013, and submitted the Long Range Property Management Plan (LRPMP) for approval on September 24, 2013. The LRPMP was approved by DOF on July 31, 2014. The LRPMP outlines the disposition of Agency-owned properties.

SB 107, effective September 22, 2015, changed the deadline that the Countywide Oversight Board takes effect. Commencing July 1, 2018, all Oversight Boards for the various former redevelopment agencies in the County of Los Angeles will be consolidated into a single county-wide Oversight Board. [H&SC 34179 (j)]

SB 107 also allowed for an amendment process in the LRPMP to amend the Plan to allow for retention of parking facilities. [34191.3(b)]. On June 7, 2016, the Oversight Board adopted Resolution No. 16-56, a Resolution of the Oversight Board of the Successor Agency to the Covina Redevelopment Agency approving an Amended Long Range Property Management Plan designating the permissible use of the public parking lot, Lot 14, to be governmental use pursuant to the provisions of SB 107 and Health and Safety Code Section 34191.3 (B)



SACRA - Successor Agency to the Covina Redevelopment Agency FY 2016/17 Adopted Budget

AB 1484 – Redevelopment Dissolution/Unwind Trailer Bill was approved by the State of California as part of its budget package in June 2012. This bill gives SACRA restricted use of Housing Funds previously not authorized under AB X126.

AB 471, signed into law on February 18, 2014, affects the ROPS process, revised the definition of “enforceable obligation” and made clarifying changes to the LRPMP.

AB 1963, approved July 18, 2014, made two changes to existing law, extending the date for DOF approval of the LRPMP, and repealing the requirement for the Controller to review assets that were transferred after Jan. 31, 2012.

Primary goals for the coming fiscal year, in SACRA include:

- Maintain timely payment of debt service and other contractual obligations.
- Dispose of properties not under a contractual obligation.



SUCCESSOR AGENCY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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SACRA LMIH PROJECT AREA 1 FUND/FUNCTION/PROJECT: S051

REVENUE

S0510000	49181	Transfer from SACRA RORF	\$389,564	\$0	\$0	\$0	
S0518100	49181	Transfer from SACRA RORF	\$0	\$0	\$1,113,090	\$0	
TOTAL REVENUE			\$389,564	\$0	\$1,113,090	\$0	

DEBT SERVICE

S0518100	56010	Bond Principal	\$0	\$0	\$225,000	\$0	
S0518100	56050	Bond Interest	\$166,982	\$0	\$888,090	\$0	
TOTAL DEBT SERVICE			\$166,982	\$0	\$1,113,090	\$0	

TRANSFERS/OTHER USES

S0510000	59600	Transfer of SACRA Assets	\$0	\$0	\$0	\$0	
TOTAL TRANSFERS/OTHER USES			\$0	\$0	\$0	\$0	

TOTAL SACRA LMIH PROJECT AREA 1 S051

			\$166,982	\$0	\$1,113,090	\$0	
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SACRA 2004 BOND PRIVATE FUND/FUNCTION/PROJECT: S055

REVENUE

S0550000	47200	Interest on Investments	\$0	\$0	\$1,800	\$1,800	
S0554700	47200	Interest on Investments	\$1,859	\$0	\$0	\$0	
TOTAL REVENUE			\$1,859	\$0	\$1,800	\$1,800	

PERSONNEL SERVICES

S0554700	50010	Regular Full-Time Employees	\$0	\$36,000	\$36,000	\$36,000	McGill House staff admin costs reimbursed SA
TOTAL PERSONNEL SERVICES			\$0	\$36,000	\$36,000	\$36,000	

OPERATING REDEVELOPMENT AND HOUSING

S0554700	52150	37001	Trash Removal/Sewer	\$325	\$23,000	\$250	\$7,000	Match for Continuum of Care grant - miscellaneous line items
S0554700	52200	37001	Telephone	\$937	\$0	\$1,000	\$0	
S0554700	53741	37000	Grant Prg - Supp Svcs Personnel	\$36,000	\$0	\$20	\$0	
S0554701	53741	37000	Grant Prg - Supp Svcs Personnel	\$2,000	\$0	\$0	\$0	
S0554701	53742		Grant Prg - Operations Personnel	\$0	\$0	\$12,000	\$0	
S0554701	53742	37001	Grant Prg - Operations Personnel	\$11,375	\$0	\$5,180	\$15,000	Match for Continuum of Care grant
S0554700	53745	37002	Grant Prg - Administrative	\$0	\$0	\$50	\$0	
S0554700	53746	37001	Grant Prg - Maintenance/Repairs	\$2,345	\$0	\$1,500	\$0	
S0554700	53747	37001	Grant Prg - Utilities	\$3,587	\$0	\$3,000	\$0	
S0554700	53771		Housing Rehab CONTRA	\$0	\$0	\$0	\$5,000	McGill House rehab expenses
S0554700	53990		Other	\$388	\$0	\$0	\$0	
TOTAL OPERATING REDEVELOPMENT AND HOUSING				\$56,958	\$23,000	\$23,000	\$27,000	

TOTAL SACRA 2004 BOND PRIVATE FUND S055

			\$56,958	\$59,000	\$59,000	\$63,000	
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SUCCESSOR AGENCY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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SACRA REDEVELOPMENT OBLIGATION RETIREMENT FUND (RORF) FUND/FUNCTION/PROJECT: S300

REVENUE							
S3000000	40198	County Pass-Through	\$5,993,510	\$250,000	\$7,676,927	\$250,000	
TOTAL REVENUE			\$5,993,510	\$250,000	\$7,676,927	\$250,000	
TRANSFERS/OTHER USES							
S3000000	59181	Transfer to SACRA	\$2,875,162	\$250,000	\$7,676,927	\$250,000	
TOTAL TRANSFERS/OTHER USES			\$2,875,162	\$250,000	\$7,676,927	\$250,000	
TOTAL SACRA REDEV OBLIGATION RETIREMENT FUND S300			\$2,875,162	\$250,000	\$7,676,927	\$250,000	

SACRA TAX ALLOC - DEBT AREA 1 FUND/FUNCTION/PROJECT: S301

REVENUE							
S3018100	49181	Transfer from SACRA RORF	\$0	\$0	\$6,681,000	\$0	
TOTAL REVENUE			\$0	\$0	\$6,681,000	\$0	
DEBT SERVICE							
S3018100	56010	Debt1Tax Alloc Bond Princ	\$0	\$0	\$1,940,000	\$0	
S3018100	56050	Debt1Tax Alloc Bond Inter	\$1,101,950	\$0	\$4,569,680	\$0	
S3018100	56310	Debt1Tax Alloc Note Princ	\$0	\$0	\$132,000	\$0	
S3018100	56350	Debt1Tax Alloc Note Inter	\$3,974	\$0	\$13,320	\$0	
S3018100	56800	Debt1Tax Alloc Fiscal Age	\$7,508	\$0	\$21,000	\$0	
TOTAL DEBT SERVICE			\$1,113,432	\$0	\$6,676,000	\$0	
OPERATING REDEVELOPMENT AND HOUSING							
S3018100	51005	Consulting Fees	(\$500)	\$0	\$5,000	\$0	
S3018100	51990	Other Professional Fees	\$13,860	\$0	\$0	\$0	
TOTAL OPERATING REDEVELOPMENT AND HOUSING			\$13,360	\$0	\$5,000	\$0	
TOTAL SACRA TAX ALLOC - DEBT AREA 1 S301			\$1,126,792	\$0	\$6,681,000	\$0	

SACRA TAX ALLOC - DEBT AREA 2 FUND/FUNCTION/PROJECT: S302

REVENUE							
S3020000	49181	Transfer from SACRA RORF	\$118,772	\$0	\$0	\$0	
S3028100	49181	Transfer from SACRA RORF	\$0	\$0	\$414,060	\$0	
TOTAL REVENUE			\$118,772	\$0	\$414,060	\$0	
DEBT SERVICE							
S3028100	56010	Debt2Tax Alloc Bond Princ	\$0	\$0	\$85,000	\$0	
S3028100	56050	Debt2Tax Alloc Bond Inter	\$28,772	\$0	\$329,060	\$0	
S3020000	59600	Transfer of SACRA Assets	\$0	\$0	\$0	\$0	
TOTAL DEBT SERVICE			\$28,772	\$0	\$414,060	\$0	
TOTAL SACRA TAX ALLOC - DEBT AREA 2 S302			\$28,772	\$0	\$414,060	\$0	

SUCCESSOR AGENCY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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SACRA PROJECT AREA 1 ADMIN FUND/FUNCTION/PROJECT: S511

REVENUE

S5110000	49180	Transfer - Trust/Agency Fund	\$0	\$3,851,541	\$0	\$3,851,541	
S5110000	49181	Transfer from SACRA RORF	\$878,795	\$0	\$0	\$0	
S5114400	49181	Transfer from SACRA RORF	\$0	\$0	\$939,680	\$0	
TOTAL REVENUE			\$878,795	\$3,851,541	\$939,680	\$3,851,541	

PERSONNEL SERVICES

S5114400	50130	Project 1 - Redev Admin PERS Contribution-Employer	\$219	\$0	\$0	\$0	
S5114400	50190	Retirement Benefits	\$37,558	\$38,754	\$78,000	\$38,754	
TOTAL PERSONNEL SERVICES			\$37,777	\$38,754	\$78,000	\$38,754	

DEBT SERVICE

S5118100	56010	Bond Principal	\$0	\$1,680,000	\$1,680,000	\$2,280,000	Bond Principal payments
S5118100	56050	Bond Interest	\$0	\$889,055	\$456,534	\$824,670	Bond Interest
S5118100	56310	Note Principal	\$0	\$23,971	\$20,119	\$0	
S5118100	56350	Note Interest	\$0	\$32	\$0	\$0	
S5118100	56800	Fiscal Agent Fees	\$0	\$9,500	\$2,850	\$0	
S5118900	56410	Loan Principal	\$0	\$584,289	\$0	\$0	
TOTAL DEBT SERVICE			\$0	\$3,186,847	\$2,159,503	\$3,104,670	

OPERATING REDEVELOPMENT AND HOUSING

S5114650	52600	Project 1 - Redev Rentals - Land	\$836,766	\$598,080	\$841,680	\$598,080	
S5114650	52710	Project 1 - Redev Oper - Acqrd	\$4,253	\$8,000	\$20,000	\$8,000	
S5118100	51990	Other Professional Fees	\$0	\$19,860	\$13,860	\$19,860	
TOTAL OPERATING REDEVELOPMENT AND HOUSING			\$841,019	\$625,940	\$875,540	\$625,940	

TOTAL SACRA PROJECT AREA 1 ADMIN S511	\$878,795	\$3,851,541	\$3,113,043	\$3,769,384	
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SACRA 2002 BOND PUBLIC PA1 FUND/FUNCTION/PROJECT: S513

REVENUE

S5130000	47200	Interest on Investments	\$539	\$0	\$9,008	\$800	
S5130000	49130	Transfer - Debt Service Fund	\$1,289,268	\$0	\$0	\$0	
S5134650	47200	Interest on Investments	\$578	\$0	\$0	\$0	
TOTAL REVENUE			\$1,290,385	\$0	\$9,008	\$800	

DEBT SERVICE

S5138100	56815	Amortized Debt Premium	(\$25,865)	\$0	\$0	\$0	
TOTAL DEBT SERVICE			(\$25,865)	\$0	\$0	\$0	

OPERATING REDEVELOPMENT AND HOUSING

S5134650	55200	M1204 Improvements - Not Bldgs/Structures	\$261	\$0	\$0	\$0	
TOTAL OPERATING REDEVELOPMENT AND HOUSING			\$261	\$0	\$0	\$0	

TRANSFERS/OTHER USES

S5130000	59110	Transfer - General Fund	\$0	\$0	\$530	\$0	
S5130000	59130	Transfer - Debt Service Fund	\$3,955,402	\$0	\$0	\$0	
S5134650	59140	CPHSR Transfer - Capital Projects Fund	\$0	\$578,450	\$0	\$578,450	
TOTAL TRANSFERS/OTHER USES			\$3,955,402	\$578,450	\$530	\$578,450	

TOTAL SACRA 2002 BOND PUBLIC PA1 S513	\$3,929,797	\$578,450	\$530	\$578,450	
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SACRA 2002 BOND PRIVATE PA1 FUND/FUNCTION/PROJECT: S514

REVENUE

S5140000	47200	Proj1 04Bond - Interest	\$0	\$0	\$0	\$18,000	
S5140000	49130	Transfer - Debt Service Fund	\$139,655	\$0	\$0	\$0	
S5144650	47200	Proj1 04Bond - Interest	\$13,619	\$0	\$0	\$0	
TOTAL REVENUE			\$153,274	\$0	\$0	\$18,000	

TRANSFERS/OTHER USES

S5140000	59110	Transfer - General Fund	\$0	\$463,450	\$0	\$463,450	
S5140000	59130	Transfer - Debt Service Fund	\$282,789	\$0	\$0	\$0	
S5140000	59130	Transfer - Capital Projects Fund	\$0	\$4,073,116	\$0	\$4,073,116	
S5140000	59140	CPHSR Transfer - Capital Projects Fund	\$0	\$421,550	\$0	\$421,550	
TOTAL TRANSFERS/OTHER USES			\$282,789	\$4,958,116	\$0	\$4,958,116	

TOTAL SACRA 2002 BOND PRIVATE PA1 S514	\$282,789	\$4,958,116	\$0	\$4,958,116	
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SUCCESSOR AGENCY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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SACRA LAND PROCEEDS - PA 1&2 FUND/FUNCTION/PROJECT: S531

REVENUE

S5310000	47200	Land Proc Interest	\$2,725	\$0	(\$1,346)	\$4,000	
S5310000	47500	Unrealized Gain (Loss) - Investment	\$30,735	\$11,850	\$20,038	\$0	
S5310000	49180	Transfer - Trust/Agency Fund	\$2,385,137	\$0	\$0	\$0	
S5314450	43600	Property Rental Fees	\$744,426	\$732,995	(\$681,411)	\$732,995	
S5314450	47200	Interest on Investments	\$12,884	\$0	\$27,887	\$0	
TOTAL REVENUE			\$3,175,908	\$744,845	(\$634,831)	\$736,995	

DEBT SERVICE

S5310000	56050	Bond Interest	(\$46,528)	\$0	\$0	\$0	
TOTAL DEBT SERVICE			(\$46,528)	\$0	\$0	\$0	

OPERATING REDEVELOPMENT AND HOUSING

S5310000	53900	Depreciation Expense	\$312,786	\$0	\$0	\$0	
S5314450	53990	Other	\$298,882	\$0	\$0	\$0	
TOTAL OPERATING REDEVELOPMENT AND HOUSING			\$611,667	\$0	\$0	\$0	

TRANSFERS/OTHER USES

S5310000	59180	Transfer - Trust/Agency Fund	\$2,600,000	\$0	\$0	\$0	
S5310000	59181	Transfer to SACRA	\$208,137	\$3,851,541	\$1,720,903	\$3,851,541	
S5310000	59700	Loss on Sale of Asset	\$121,408	\$0	\$0	\$0	
S5314450	59700	Loss on Sale of Asset	(\$20,701)	\$0	\$0	\$0	
TOTAL TRANSFERS/OTHER USES			\$2,908,844	\$3,851,541	\$1,720,903	\$3,851,541	

TOTAL SACRA LAND PROCEEDS - PA 1&2 S531

			\$3,473,983	\$3,851,541	\$1,720,903	\$3,851,541	
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SUCCESSOR AGENCY	2015 ACTUAL BUDGET	2016 REVISED BUDGET	2016 PROJECTED BUDGET	2017 ADOPTED BUDGET	EXPLANATION/JUSTIFICATION
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SACRA ADMINISTRATION FUND/FUNCTION/PROJECT: SADM-0000

REVENUE

48990	SACRA ADMIN - Other	\$6,100	\$0	\$0	\$0	
49181	Transfer from SACRA RORF	\$237,485	\$0	\$0	\$0	
TOTAL REVENUE		\$243,585	\$0	\$0	\$0	

SACRA ADMINISTRATION FUND/FUNCTION/PROJECT: SADM-4400

REVENUE

49181	Transfer from RORF	\$0	\$250,000	\$250,000	\$250,000	
TOTAL REVENUE		\$0	\$250,000	\$250,000	\$250,000	

PERSONNEL SERVICES

50010	Reg Full-Time Employees	\$147,614	\$89,894	\$176,300	\$84,920	Senior Housing/CDBG Economic Development Manager - 66.5%, Finance Director - 10%, Account Clerk I - 30%
50015	Part-Time Employees	\$0	\$70,000	\$120,000	\$38,820	Finance Manager - 5%, Office Assistant II (Finance) - 15%, Office Assistant II (Finance) - 30%, Administrative Intern (Finance) - 25%
50030	Overtime	\$0	\$0	\$3,000	\$13,366	
50038	Education Pay	\$0	\$0	\$0	\$150	
50040	Vacation Pay	\$8,789	\$0	\$150	\$150	
50045	Admin Leave Pay	(\$172)	\$0	\$0	\$0	
50050	Sick Leave Pay	\$3,714	\$0	\$0	\$0	
50080	Severance Pay	\$2,295	\$0	\$0	\$0	
50110	Medicare Contribution	\$2,784	\$3,192	\$4,500	\$1,810	
50120	PERS Contribution-Employee	\$625	\$0	\$0	\$0	
50130	PERS Contribution-Employer	\$29,397	\$25,986	\$40,000	\$27,720	
50210	Group Health Insurance	\$1,267	\$1,356	\$1,800	\$1,930	
50230	Group Life Insurance	\$288	\$264	\$300	\$360	
50240	Group LTD Insurance	\$1,065	\$1,061	\$900	\$840	
50290	Group Flex Benefits	\$27,666	\$8,203	\$3,200	\$14,590	
50890	Other Employee Benefits	\$0	\$4,800	\$0	\$4,800	
TOTAL PERSONNEL SERVICES		\$225,331	\$204,756	\$350,150	\$189,456	

TOTAL OPERATING

51005	Consulting Fees	\$0	\$0	\$15,000	\$15,000	Consulting fees related to SA activities and obligations
51110	Investment Management Fees	\$7,520	\$7,750	\$7,228	\$7,750	
51205	Redevelopment Legal Fees	\$29,465	\$30,000	\$20,000	\$30,000	SA legal fees
51990	Other Professional Fees	\$0	\$569	\$0	\$569	
52200	Telephone	\$1,598	\$1,900	\$2,163	\$2,200	Cost of telephone service
53050	Surety Insurance	\$640	\$750	\$0	\$750	Insurance expenses
53100	Dues and Subscriptions	\$165	\$165	\$0	\$165	Organization fees for current issues
53200	Conference and Meetings	\$0	\$300	\$0	\$300	Expenses for conferences and meetings
53210	Employee Training	\$35	\$0	\$0	\$0	
53300	Postage	\$103	\$15	\$53	\$15	Cost of postage as needed
53400	Travel Expense	\$42	\$50	\$0	\$50	Travel expense reimbursement
53590	General Printing and Binding	\$25	\$0	\$0	\$0	
53800	Bank Service Charges	\$253	\$250	\$250	\$250	Charges from bank
54000	Office Supplies	\$148	\$175	\$410	\$175	Office supplies as needed
58900	Indirect Cost Allocation	\$13,080	\$3,320	\$3,320	\$3,320	
TOTAL OPERATING		\$53,075	\$45,244	\$48,424	\$60,544	

TOTAL SACRA ADMINISTRATION	\$278,405	\$250,000	\$398,574	\$250,000	
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Capital Improvement Program

Department Overview

The Capital Improvement Program (CIP) is a projection of the City's capital investments over a five-year period. The CIP is a fiscal and planning tool that allows the City to monitor all capital project costs, funding sources, departmental responsibilities, and timing. Each year, the CIP will be reviewed within the context of ongoing city, county, state and federal planning programs and policies. Capital investments involve major City projects that produce outputs having long and useful life spans.

The CIP, as approved by the City Council on July 19, 2016, includes five years of projected capital needs, totaling \$82.7 million. The City Council has authorized funding for the first year of program, FY 2017, totaling \$10.3 million. The remaining four years of the CIP will serve as a financial plan for ongoing capital investments. The financial plan will be reviewed each year as the CIP is updated and prepared.

Programs and Services

The CIP includes projects and funding sources in the following eight (8) categories:

- Community Development
- Equipment
- Municipal Buildings
- Parking
- Parks
- Sewer and Storm Drain
- Technology
- Transportation

Budget Overview and Significant Changes

The City's largest capital improvement project in FY 2017 will be the Grand Avenue Rehabilitation project. The project consists of the resurfacing of 1.02 miles of Grand Avenue between Arrow Highway and San Bernardino Road and replacement of median landscaping with new drought tolerant landscaping and hardscape improvement. This is a joint project with Los Angeles County. Construction is **tentatively** estimated to begin in summer 2017. Other noteworthy projects include the slurry seal of more than 30 miles of local streets in two phases, spring 2017 and fall 2017, the replacement of existing water mainlines in Chaparro Road and



Capital Improvement Program

FY 2016/17 Adopted Budget

Corrida Drive and in the residential area bounded by Hollenbeck Avenue, Citrus Avenue, Puente Street and Rowland Avenue, and the replacement of Police Department vehicles.



City of Covina

Fiscal Year 2017 – 2021 Capital Improvement Program



CITY OF COVINA

FY 2017 – FY 2021 Capital Improvement Program (CIP)

Introduction

The Capital Improvement Program (CIP) is a projection of the City's capital investments over a five-year period. The CIP is a fiscal and planning tool that allows the City to monitor all capital project costs, funding sources, departmental responsibilities, and timing. Each year, the CIP will be reviewed within the context of ongoing city, county, state, and federal planning programs and policies. Capital investments involve major City projects that produce outputs having long and useful life spans.

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Organization of the CIP

The CIP is broken down into three sections. The first section summarizes the CIP by category and funding sources. The second section contains detailed project information by category. The third section presents necessary capital projects that do not have identified funding sources.

CIP projects are divided into nine categories listed below.

- | | | |
|-------------------------|-------------------------|------------------|
| – Community Development | – Parking | – Technology |
| – Equipment | – Parks | – Transportation |
| – Municipal Buildings | – Sewer and Storm Drain | – Water System |

Each category includes detailed project information and the projected costs for each of the next five year. Each project includes the cost for FY 2017, the five-year costs, and a description of each project. For projects where the operational cost impact is known, this information is also included.

CIP Budget Summary

FY 2017 CIP Budget Summary Report

Priority	Project Description	Total Project Cost	Appropriation Thru FY 2016	Approved FY 2017	Funding Detail	
Community Development						
1	Town Center Specific Plan Update	457,000	0	441,000	MTA Grant	342,000
					Proposition C	84,000
					General Fund	15,000
Total	Community Development	457,000	0	441,000		441,000
Equipment						
1	Police Department Vehicles	1,784,143	172,687	338,896	Central Equipment Operations	338,896
3	Emergency Operations Center	103,000	0	30,000	General Fund	30,000
Total	Equipment	1,887,143	172,687	368,896		368,896
Municipal Buildings						
2	ADA Transition Plan - Update	36,000	0	36,000	Special General Fund (20A Swap)	36,000
3	Library Carpet Replacement	16,875	0	16,875	Special General Fund (20A Swap)	16,875
4	Cougar Park Improvements	40,000	0	40,000	Safe Drinking Water, Coastal Protection Fund of 2006	40,000
5	Yard Gate Automation	37,868	0	37,868	Water Utility	28,401
					Sewer Utility	9,467
6	Transitional House Maintenance	105,000	0	25,000	Low Mod Housing Asset Fund	25,000
Total	Municipal Buildings	235,743	0	155,743		155,743
Parking						
1	Covina Metrolink Station Cameras	135,000	0	135,000	Proposition A	135,000
Total	Parking	135,000	0	135,000		135,000

FY 2017 CIP Budget Summary Report

Priority	Project Description	Total Project Cost	Appropriation Thru FY 2016	Approved FY 2017	Funding Detail	
Parks						
2	Pools and Deck Renovation - Covina Park	562,102	0	562,102	Successor Agency Bond Proceeds	120,000
					Proposition A Maintenance Funds	442,102
3	Covina Park Improvements	287,400	0	287,400	Successor Agency Bond Proceeds	287,400
4	Banna Park	1,280,000	0	30,000	Quimby Fees	30,000
Total	Parks	2,129,502	0	879,502		879,502
Sewer and Storm Drain						
1	Miscellaneous Sewer Repairs	100,000	0	25,000	Sewer Utility	25,000
2	Sewer Line Camera System	83,000	0	83,000	Sewer Utility	83,000
3	Catch Basin Debris Screens	96,000	0	50,000	Environmental Waste Management	50,000
4	Coor. Integrated Monitoring Program	265,796	85,179	57,688	Environmental Waste Management	57,688
5	Kahler Russell Park EWMP Project	16,549,500	0	181,000	Environmental Waste Management	181,000
Total	Sewer and Storm Drain	17,094,296	85,179	396,688		396,688
Technology						
1	Water SCADA System	33,000	0	33,000	Water Utility Admin	33,000
2	Library Community Room A/V System	5,300	0	5,300	Public Education in Government	5,300
3	Police Department Technology Projects	1,095,410	0	17,000	General Fund	17,000
Total	Technology	1,133,710	0	55,300		55,300

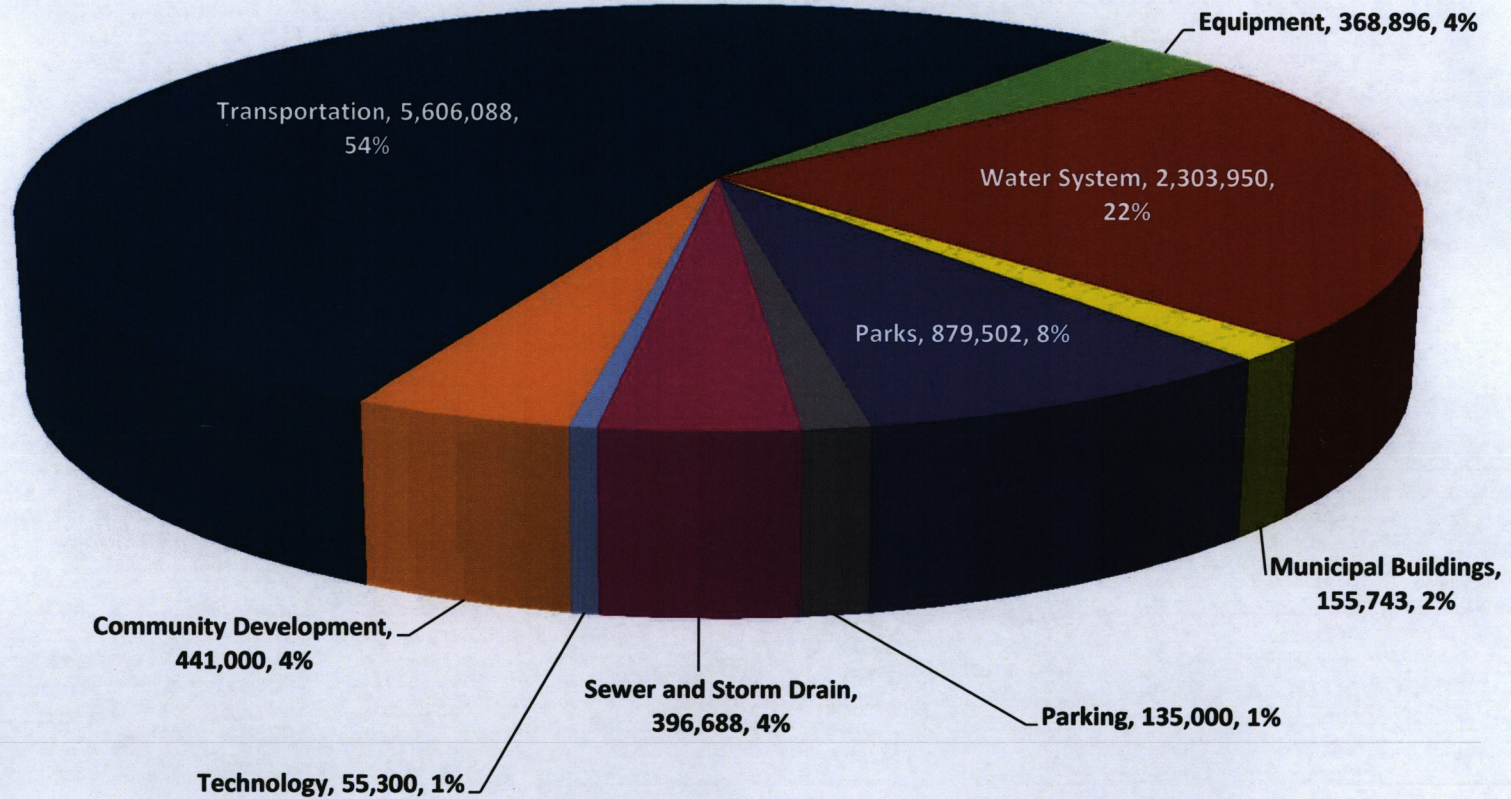
FY 2017 CIP Budget Summary Report

Priority	Project Description	Total Project Cost	Appropriation Thru FY 2016	Approved FY 2017	Funding Detail	
Transportation						
1	Grand Avenue Rehabilitation	3,075,500	0	3,075,500	STPL - Los Angeles County	975,000
					STPL - Covina	630,000
					Measure R	331,060
					Proposition C	1,096,890
					CalRecycle Rubberized Pavement Grant	42,550
2	Pavement Preservation Program	37,738,797	0	634,562	Gas Tax	634,562
3	Transit Vehicles	180,000	0	60,000	Proposition C	60,000
4	Concrete Repair Program	450,000	0	150,000	Measure R	150,000
5	Traffic Signal Modifications	1,072,000	0	272,000	Gas Tax	272,000
6	Covina Bikeways Improvement Program	1,049,026	0	1,049,026	Proposition C	210,000
					ATP Construction Fund	839,026
7	Regulatory Sign Replacement Program	215,000	0	215,000	Measure R	215,000
8	Reflective Street Name Sign Replacement	150,000	0	150,000	Gas Tax	150,000
Total	Transportation	43,930,323	0	5,606,088		5,606,088

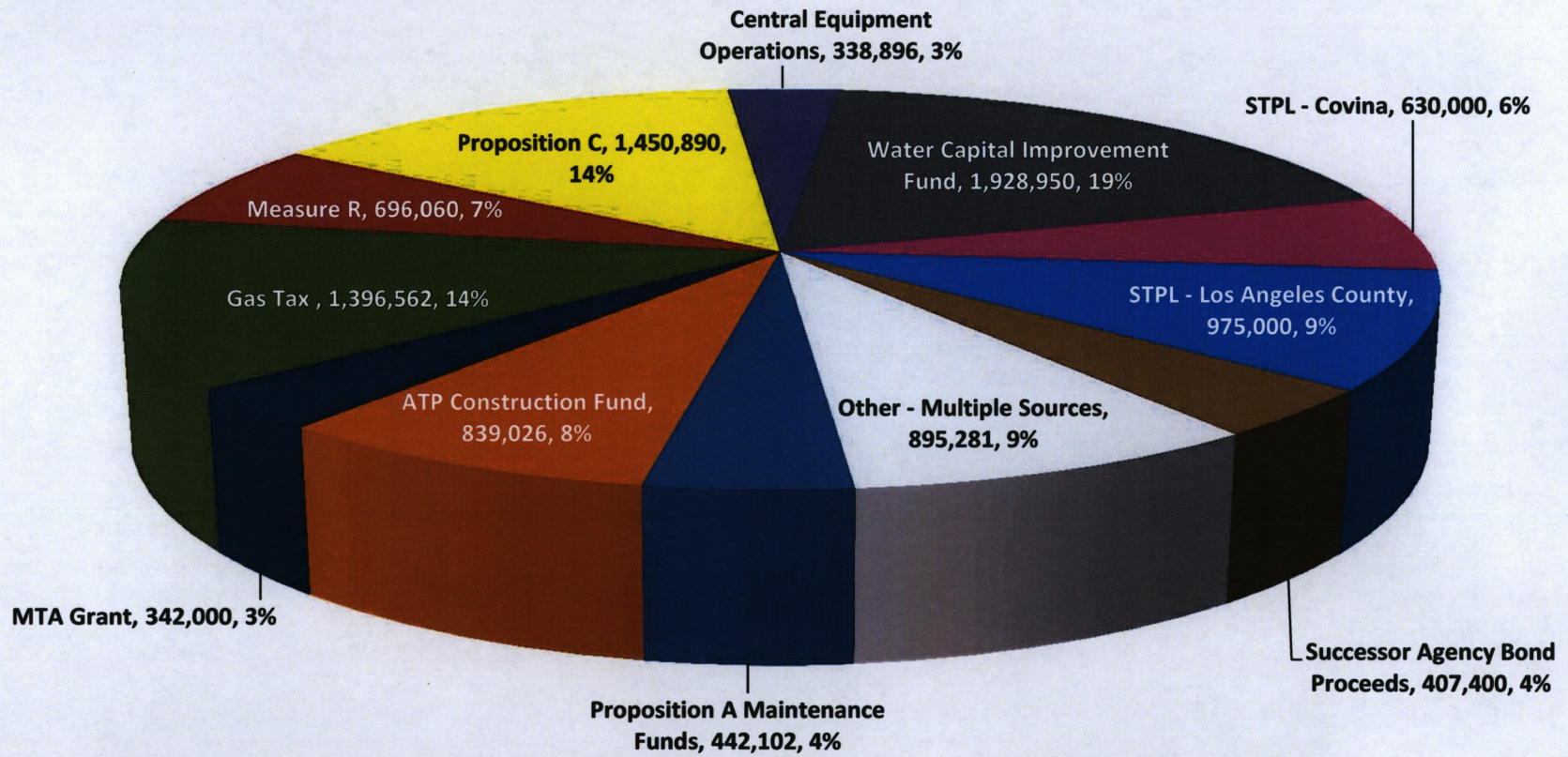
FY 2017 CIP Budget Summary Report

Priority	Project Description	Total Project Cost	Appropriation Thru FY 2016	Approved FY 2017	Funding Detail	
Water System						
1	Grand Avenue Water Services Upgrades	75,000	0	75,000	Water Capital Improvement Fund	75,000
2	Urban Water Management Plan (UWMP)	35,000	0	35,000	Water Utility Admin	35,000
3	Chaparro Water System Upgrade	500,000	0	500,000	Water Capital Improvement Fund	425,000
					Gas Tax	75,000
4	Casad Water System Upgrade	1,500,000	0	1,500,000	Water Capital Improvement Fund	1,235,000
					Gas Tax	265,000
6	Forestdale Reservoir Roof	18,950	0	18,950	Water Capital Improvement Fund	18,950
7	Covina Park Well Destruction	50,000	0	50,000	Water Capital Improvement Fund	50,000
8	Rancho La Merced - PAX Mixer	35,000	0	35,000	Water Capital Improvement Fund	35,000
9	Rancho La Merced - MCC Panel	90,000	0	90,000	Water Capital Improvement Fund	90,000
Total	Water	2,303,950	0	2,303,950		2,303,950
Grand Total		69,306,667	257,866	10,342,167		10,342,167

FY 2017 CIP Appropriations by Category - \$10,342,167



FY 2017 CIP Appropriations by Funding Source - \$10,342,167



City History

In 1881, Joseph Swift Phillips rode into the Covina Valley, then referred to as the Azusa Valley. He fell in love with the land and purchased 2,000 acres from the Los Angeles banker, John Hollenbeck. The land was part of the 5,663 acres sold to the Badilla brothers by Charlotte Gray Rowland and her children Victoria and Albert. Phillips sold his interest in a Los Angeles plow factory and moved his family into



the former home of Julian Badilla on the corner of what is now Hollenbeck Avenue and San Bernardino Road. Phillips' land, in a great cove below the San Gabriel Mountains, was filled with wild grape vines. Some writers credit his wife Cornelia for coining the name Covina from cove of vines; others credit Frederick Eaton, the young engineer Phillips hired to survey his property. Eaton named a street in the townsite Dexter in honor of their son Joseph Dexter Phillips, who was born on November 16, 1884, while the survey was being made.

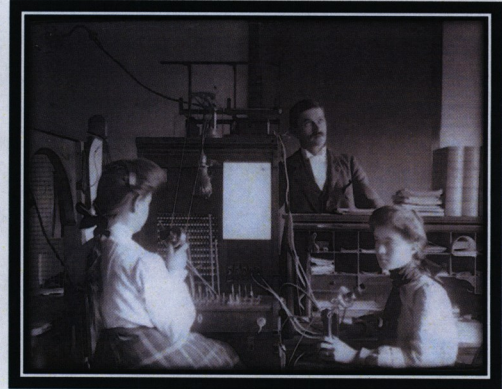
Phillips secured a controlling interest in the Azusa Water Development and Irrigating Company and was appointed superintendent. He completed the tunnel and the ditch which closely paralleled present day Grand Avenue. The seven-mile ditch was cemented and ran to a new cemented ten-million gallon reservoir which was the largest in Southern California at that time.



City History

FY 2016/2017 Adopted Budget

In 1886, the first telephone was installed in the Hodges Building located on the south side of Badillo east of the Pioneer Blacksmith Shop. Later, this telephone was moved to Eastman's Store. In 1895, private telephone lines were installed between the Covina Bank and their branch in Azusa, also between the citrus packinghouses in Covina, Glendora, and Azusa. In 1897, the Sunset Telephone placed a switchboard in Isaac Greenlaw's store.



By the next year, Dr. James Reed's office and the homes of Chapman, Kerckhoff, Ruddock, and Mullendore were connected. Service was not good. Calls to Azusa had to be placed through Los Angeles. Business calls were difficult because the line was frequently out of order. Frustrated by poor service, John O. Houser and P. T. Spencer developed plans for a locally financed and operated telephone company, the second in Southern California. The Home Telephone Company started operating on September 4, 1902.



Two teams of workers with 75 teams of horses and mules completed the Southern Pacific tracks and telegraph line to Covina on August 15, 1895. Work on the tracks began in 1894. A boxcar served as a ticket office until the two-story depot was built. The stationmaster and his family lived on the second floor. When passenger service started, a round-trip ticket to Los Angeles cost \$1.15.

Soon after the first train came to Covina, hundreds of families gathered for a barbecue to celebrate the Southern Pacific's arrival. Tables were decorated with calla lilies and displays of fruit. Ladies wore their best hats. Speeches were given praising those who had worked so hard to bring the railroad to Covina. A concert and a baseball game ended the day.

For its first 16 years, Covina was in the Rowland township. Citizens had to depend upon the township or Los Angeles County for government services. There were two elected township officials: a constable and a justice of the peace.



City History

FY 2016/2017 Adopted Budget

The importance of township government diminished in 1901 when Covina incorporated as a city.

The petition for Covina incorporation election was given to the Los Angeles County Board of Supervisors on May 3, 1901. The election day was Tuesday, July 30, 1901. Covina officially incorporated on August 6, 1901.

Until 1916, the City Hall was a room in the Reed building. At its first meeting, the Council organized itself into the following committees:

Sanitary, Ordinance and Judiciary, Police and Street, Auditing, Finance and Printing.

- The committee handling streets was instructed to employ a surveyor to start immediately on the project of street improvement.
- The clerk was instructed to secure all necessary office supplies and the marshal was ordered to procure official badges.
- The monthly salary of the City Attorney was placed at \$25 while the clerk received \$15 for his services.
- The marshal was allowed the same fees formerly collected by the constable, depending on the case involved, and in addition was to receive a salary of \$7.50 per month for collecting all licenses.
- After the Board of Trustees passed its first ten ordinances, the Argus reported, "Covina became a city, outlawed gambling, and went dry."

In 1910, a night watchman was hired and according to the Argus, no one knew of his appointment until the jail was full on Monday morning. When automobiles arrived in town, the Board of Trustees appointed a motorcycle officer to chase down speeding cars. His salary was dependent on the number of arrests he made. By 1913, the numerous arrests made for speeding drew a crowd of 500 citizens to the Covina Commercial Club to protest. Because of the protest, the motorcycle officer was placed on a salary of \$125 per month. He had to provide his own motorcycle and pay his expenses.

The most serious threat to Covina in the 1920s was the loss of irrigation water and the periodic floods that washed out groves, bridges, utilities, and flooded packinghouses. An organization called the San Gabriel Valley Protective Association, which was backed by Pasadena, Monrovia, Alhambra, Long Beach, Whittier, and 12 other cities, claimed the San Gabriel River water. They involved the State of California in their claim and the second battle of the San Gabriel River began. Instead of dynamite, the Committee of Nine fought in the courts for over 10 years until a compromise agreement was reached. Morris



City History

FY 2016/2017 Adopted Budget

Dam was one of the results of this agreement. It furnished water for Pasadena and stopped the periodic floods in the valley.



In May of 1921, ten acres of Adams Ranch became City Park. A park committee was appointed and their plans included headquarters for the American Legion, an auditorium, and a bandshell. Citizens of Covina voted 417 to 118 to approve the committee's plans which included placing the park on Citrus Avenue across from the high school. However, the City Trustees selected another site, the Adams Ranch property west of 4th Avenue between Badillo Street and San Bernardino Road. In July of 1922, bonds for a plunge in the new park

were approved and by May 1923 it was opened to the public for swimming. A special concert celebrated the plunge reopening in May 1924. After 1927, lights were added to the park so it could be used after sunset.



Miss Melisse Wittler, head of the Los Angeles Methodist Hospital nurses training school; Miss Lavinia Graham, instructor of nurses; and Miss Mary Wittler bought the Bemis home at Second and Badillo and opened a seven-bed hospital. Covina physicians were Doctors J. D. Reed, S. S. Magan, W. P. Magan, and George D. Jennings. The hospital opened with a reception for 200 people arranged by the Covina Woman's Club.

In 1924, a 25-bed addition was added at Fourth Avenue and College Street. The addition was built with a \$25,000 loan from the doctors and other community members. In 1929, the bed capacity was increased to 50. In 1945, the Wittler sisters, who still owned the hospital, transferred ownership to the community. Chamber of Commerce President, Donald Deards, set up a citizen's committee to form a 17-member Board of Trustees. The trustees were empowered to act as a nonprofit corporation. On January 1, 1948, the Inter-Community Hospital officially began. That year, 2,891 patients were admitted and 602 babies were born. By 1952, there were 43 doctors on the medical staff, the original trustees who served without pay were: Mrs. R. W. Cleghorn, Harry Damerel (President), James G. Hodges, Carl P. Miller, Thomas B. Reed, Mrs. Harry G. Upham, Covina; C. A.

City History

FY 2016/2017 Adopted Budget

Griffith and Elbert Griffith, Azusa; Gordon E. Knoll and George R. Mayland, Baldwin Park; Herbert C. Warren and Robert H. Weaver, Glendora; George Lower and Mark Gilman, La Puente; Mrs. Kermit Wilson, Charter Oak.

In 1927, the Board of Trustees became a City Council and the President became the Mayor.

The first law enforcement officer in Covina was City Marshal Clarence Allison. The title was changed to Chief of Police in 1927.

In 1933 there was a red-letter day for the Covina Police Department. The Covina Citizen reported, "Brass buttons and shiny leather appeared in dazzling profusion on the streets of Covina Tuesday when Ralph Coolman, Chief of Police, and Scotty MacDonald, paraded for the first time in their newly acquired full dress uniforms of the most modern type; officers styled caps, tunic coats, Sam Browne belts, and a holster belt for revolver and cartridges are included in the assembly."



Also in 1933, radio patrol cars with a deputy sheriff and a deputy constable patrolled the valley. By June of 1949, Covina's police cars were equipped with two-way radios which allowed them to communicate with headquarters.

City of Covina
FY 2016/17 Adopted Budget

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RESOLUTION NO. 16-7503

**A RESOLUTION OF THE CITY COUNCIL/COVINA PUBLIC
FINANCING AUTHORITY/COVINA HOUSING AUTHORITY
ADOPTING THE FISCAL YEAR 2016-2017 BUDGET**

WHEREAS, the Interim City Manager presented a Proposed Fiscal Year 2016-2017 Budget to the City Council; and

WHEREAS, the Proposed Fiscal Year 2016-2017 Budget was discussed in detail on July 12, 2016, during a properly noticed special City Council meeting; and

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2016-2017 Budget; and

WHEREAS, City staff was directed to prepare and publish an Approved Fiscal Year 2016-2017 Budget document to include changes approved by the City Council for the forthcoming fiscal year; and

WHEREAS, the Interim City Manager is responsible to implement the annual budget as authorized by Covina Municipal Code Section 2.08.160; and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference; and

WHEREAS, the number of appropriated full-time positions shall not change without Interim City Manager approval; and

WHEREAS, the City faces budget constraints, and therefore, the Interim City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating staffing reductions within established guidelines and procedures; and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Fiscal Year 2016-2017 Budget as presented to the City Council at the July 19, 2016 City Council meeting, as set forth in the July 19, 2016 City Council Agenda Report entitled "Public Hearing – Adoption of fiscal Year 2016-2017 Budget and the Fiscal Year 2017 CIP Budget" and incorporated herein by reference, and as amended by the revisions set forth in Attachments E, F & G, are hereby approved and adopted as the official municipal budget for the City of Covina ("Fiscal Year 2016-2017 Budget").

SECTION 2. Beginning on July 1, 2016, the City Manager is hereby authorized to proceed with the implementation of the programs as set forth in the approved and adopted Fiscal Year 2016-2017 Budget, and to transfer any sum of appropriated funds between departments and programs provided they do not cross funds.

SECTION 3. Unexpended appropriations from the Fiscal Year 2016-2017 Budget may be carried forward to the next fiscal year provided the funds have been previously encumbered for a specific purpose, or apply to authorized, but uncompleted projects in the City's approved Capital Improvement Program.

SECTION 4. This Resolution shall take effect immediately upon adoption.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Resolution.

APPROVED and PASSED this 19th day of July, 2016.

City of Covina, California

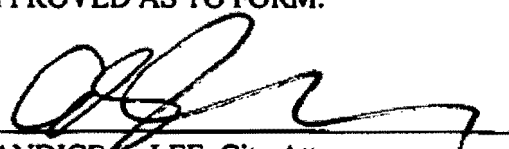
BY 

KEVIN STAPLETON, Mayor

ATTEST:


SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:


CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7503 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 19th day of July, 2016, by the following vote:

AYES: COUNCIL MEMBERS: DELACH, MARQUEZ, STAPLETON
NOES: COUNCIL MEMBERS: ALLEN, KING
ABSTAIN: COUNCIL MEMBERS: NONE
ABSENT: COUNCIL MEMBERS: NONE

Dated: July 20, 2016



SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 16-7504

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING THE FISCAL YEAR 2017-2021 CAPITAL IMPROVEMENT PROGRAM AND ADOPTING THE 2016-2017 CAPITAL IMPROVEMENT PROGRAM BUDGET

WHEREAS, on July 7, 2016, the Interim City Manager presented a Proposed Fiscal Year 2017-2021 Capital Improvement Program ("CIP") Budget to the City Council; and

WHEREAS, the Proposed Fiscal Year 2017- 2021 CIP Budget was discussed in detail on July 12, 2016, during a properly noticed special City Council meeting; and

WHEREAS, the City Council has given careful consideration to the Proposed Fiscal Year 2016-2017 CIP Budget;and

WHEREAS, the total budget appropriations, as adjusted where required, are incorporated herein by reference;and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

WHEREAS, on July 12, 2016, the Planning Commission found the CIP consistent with the City's General Plan in accordance with Government Code Section 65401.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Adoption of this CIP is categorically exempt from environmental review under the California Environmental Quality Act ("CEQA"). Pursuant to Section 15262 of the State Guidelines for Implementation of CEQA, a project involving only feasibility or planning studies for possible future actions, which actions the City Council has not approved, adopted, or funded, does not require preparation of an EIR or Negative Declaration, but does require consideration of environmental factors. In reviewing this Program and conducting public hearings on it, the City Council has considered relevant environmental factors. This City Council, as the lead agency for environmental review, pursuant to the California Environmental Quality Act and the Guidelines promulgated there under (collectively "CEQA"), has reviewed the scope and nature of this Capital Improvement Program and has concluded that the planning and prioritization process comprising this activity is not a project pursuant to CEQA because it does not order or authorize the commencement of any physical or other activity that would directly or indirectly have a significant effect upon the environment. The Capital Improvement Program merely establishes a listing of priority and allocates funds for the City to commence the necessary planning studies, including review pursuant to CEQA, at a future unspecified

date. The future planning studies will be conducted at the earliest possible time so as to ensure thorough review pursuant to CEQA. Recognizing that the protection of the environment is a key factor in the quality of life within the City of Covina and to further the City's strict adherence to both the spirit and letter of the law as regards to CEQA, this City Council has also considered this Capital Improvement Program as if it were a Project pursuant to CEQA. Reviewing this Program as a Project, this City Council concludes the Project would be exempt from review under CEQA, both pursuant to Section 15061(b)(3) and to the categorical exemption set forth in Section 15262 of CEQA. Section 15061(b)(3) would apply because it can be seen with certainty that this prioritizing and fund allocation program cannot and does not have the potential to cause a significant effect on the environment. No physical activity will occur until all required CEQA review is conducted at the time the physical improvements prioritized in the Program are undertaken. Section 15262 provides a categorical exemption to actions that are feasibility or planning studies related to possible future actions. This Council is aware of and has considered the current and relevant environmental factors as an integral component of the review of this Program. This Council, as lead agency, hereby determines and decides that the exemption provided in both Sections 15061(b)(3) and 15262 apply in the event this is deemed a Project pursuant to CEQA.

SECTION 2. The City Council hereby adopts the Fiscal Year 2017-2021 CIP and the Fiscal Year 2016-2017 CIP Budget, which documents are on file in the office of the City Clerk of the City of Covina, incorporated herein by reference, and hereby appropriates funds in the City of Covina Fiscal Year 2016- 2017 CIP Budget and the Interim City Manager is authorized to implement the same.

SECTION 3. The City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and is in force.

APPROVED and PASSED this 19th day of July, 2016.

City of Covina, California

BY:



KEVIN STAPLETON, Mayor

ATTEST:



SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:



CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7504 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 19th day of July, 2016, by the following vote:

AYES: COUNCIL MEMBERS: DELACH, MARQUEZ, STAPLETON
NOES: COUNCIL MEMBERS: ALLEN, KING
ABSTAIN: COUNCIL MEMBERS: NONE
ABSENT: COUNCIL MEMBERS: NONE

Dated: July 20, 2016



SHARON F. CLARK, Chief Deputy City Clerk

RESOLUTION NO. 2016-019PC

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF
COVINA FINDING THAT THE PROPOSED FISCAL YEAR 2017-2021
CITY OF COVINA FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM
IS CONSISTENT WITH THE GOALS AND POLICIES OF THE COVINA
GENERAL PLAN**

WHEREAS, the City of Covina Capital Improvement Program (CIP) is a five-year program adjusted annually that outlines public improvements and estimated expenditures to construct improvements; and

WHEREAS, the proposed CIP is for Fiscal Years 2017-2021 for City Council review and consideration (Attachment A); and

WHEREAS, California Government Code Section 65401 requires that City's Planning Commission to make a determination that the City's annual CIP is in conformance with the City's General Plan; and

WHEREAS, the Planning Commission held a duly noticed public meeting on July 12, 2016, on the proposed CIP for consistency with the Covina General Plan, at which time all persons interested in the proposed CIP had the opportunity and did address the Planning Commission on this matter.

**NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF
COVINA DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1. The Planning Commission has duly considered the full record before it, which may include but is not limited to such things as the City staff report, testimony by staff and the public, and other materials and evidence submitted or provided to the Commission. Furthermore, the recitals set forth above are found to be true and correct and are incorporated herein by reference.

SECTION 2. The Community Development Department completed an environmental assessment for the project in accordance with the California Environmental Quality Act (CEQA). The CIP was reviewed for conformance with the CEQA and the California Public Resource Code, Division 13. Since the CIP is a public improvement and transportation planning document which identifies areas for possible improvements based on the availability of funding, the approval of the CIP is exempt from the CEQA and the CEQA Guidelines pursuant to CEQA Guidelines Section 15738(b)(4) because the proposed CIP is not a "project" as defined by CEQA

but involves the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment. Should a specific improvement identified in the CIP be undertaken, a full environmental analysis of that improvement will be performed in accordance with the requirements of CEQA. The Planning Commission recommends that the City Council of the City of Covina determine, based on its own independent judgment, that the proposed CIP for Fiscal Year 2017-2021 is exempt from CEQA.

SECTION 3. The Planning Commission, after considering all the written and oral evidence offered including the staff report and all attachments, further finds and determines that the proposed CIP is consistent with the following goals and policies of the Covina General Plan pursuant to Government Code Section 65103 and 65402:

I. Land Use Element

A. General Land Use Policy C.1.a.2(b)(c)(e)(f)(g). Ensure that major land use change proposals, particularly those regarding vacant schools, utility sites, and other institutional surplus properties, carefully consider many factors, including, but not limited to:

- Street capacity, public facilities, and other infrastructure impacts.
- Effects on the local circulation, public transportation, and regional circulation/transportation networks.
- The provision of services and utilities.
- All relevant environmental and physical constraints and resources.
- Covina's image and character.

B. General Land Use Policy C.1.a.4. Accommodate growth that adequately serves existing and future residents, workers, shoppers, and others while protecting their health, safety, and welfare.

C. General Land Use Policy C.1.a.5. Accommodate growth that is consistent with current general land use patterns, that maintains existing relative land use quantities, and that respects physical and environmental resources and constraints.

D. General Land Use Policy C.1.a.9. Provide for the continuation of existing and development of new or expanded public streets and facilities, storm drains and other infrastructure, parking amenities, and utilities to support the City's land uses and meet all needs.

E. General Land Use Policy C.1.a.15. Monitor land use, traffic, and circulation pressures associated with the Metrolink Commuter Train Station near the downtown and best

capitalize on potentially beneficial impacts by adopting strategies such as an “urban village” or livable cities concept, incorporating mixed uses, sufficient businesses, and attractive and functional public and private improvements.

F. General Land Use Policy C.1.a.17. Maintain consistency between the Land Use Element and implementation mechanisms including, but not limited to, the Zoning and Subdivision Ordinances, the Design Guidelines, and the Capital Improvement Program.

G. General Land Use Policy C.1.a.22. Capture all potential benefits resulting from the Metrolink Commuter Train Station, downtown revitalization, Azusa Avenue beautification, and other major programs/efforts.

H. General Land Use Policy C.1.a.27. Address its park/open space deficiency and attempt to mitigate the problem to the greatest extent possible.

I. General Land Use Policy C.2.a.6. Ensure that the overall amount, locations, and timing of development reflect community desires and needs as well as physical and environmental constraints and will not inhibit the City’s ability to meet street capacities and to provide other infrastructure, utilities, and adequate community services.

J. General Land Use Policy C.3.a.9. Encourage that medium to high-density complexes be developed in appropriately designated areas and replace old, deteriorating residential structures.

K. General Land Use Policy C.4.a.3. Consider developing additional parks of all types and sizes at various areas, with an emphasis placed on locating new facilities in the eastern and western portions of the City and in neighborhoods in and around medium-to high-density developments.

L. General Land Use Policy D.1.a.4. Maintain an adequate amount of and distribution of public and quasi-public facilities.

M. General Land Use Policy D.1.a.5(b)(c)(e)(g). Ensure that major land use change proposals, particularly those regarding vacant schools, utility sites, and other institutional surplus properties, carefully consider many factors, including, but not limited to:

- Street capacity, public facilities, and other infrastructure impacts.
- Effects on the local circulation, public transportation, and regional circulation/transportation networks.
- The provision of services and utilities.

- All relevant environmental and physical constraints and resources.
- Covina's image and character.

N. General Land Use Policy D.1.a.7. Provide for the continuation of existing and development of new or expanded public streets and facilities, storm drains and other infrastructure, parking amenities, and utilities to support the City's land uses and meet all needs.

O. General Land Use Policy D.3.a.9. Pay particular attention to the special needs and character of the downtown and continue appropriate economic revitalization and physical enhancement activities.

P. General Land Use Policy E.1.n. Maintain the downtown area's pedestrian friendly atmosphere as a means of enhancing its social and economic vitality.

Q. General Land Use Policy E.1.q. Attempt to maintain the attractiveness and condition of all streets and public landscaping, particularly major ones and those at key City entry points, public improvements, and public facilities, so that Covina evokes a positive perception by residents, workers, shoppers, passer-by, and others.

R. General Land Use Policy E.1.w. Preserve existing parklands and open space resources and consider to develop additional parks of all types and sizes at various areas.

S. General Land Use Policy F.1.i. Ensure that the circulation network and major street widths adequately serve all current and planned residential, commercial, industrial, and institutional uses – or that all future developments not overburden streets and other infrastructure or local services.

T. General Land Use Policy G.1.c. Achieve an adequately designed and functional street system and other infrastructure, including utility and storm drainage systems plus an adequate distribution of public and quasi-public facilities, in accommodating future growth to best maintain the community's visual, economic, and spiritual vitality.

II. Circulation Element

A. General Circulation Policy C.3. Maintain and, where administratively and financially possible, improve the physical condition, structural integrity, design capacity, utilization, appearance, and/or cleanliness of Covina's public right-of-way and facilities, including, but not limited to, streets, alleys, sidewalks, medians, landscaping, parking areas, and miscellaneous infrastructure.

B. General Circulation Policy C.4. Where necessary and feasible, conduct traffic circulation improvements and congestion mitigation measures, including, but not limited to, traffic signal installation, synchronization, or upgrade, lane restriping or modification, and/or speed limit, stop sign, or street light installation.

C. General Circulation Policy C.6. Handle needed street and related infrastructure and transportation improvements on a realistic, viable, prioritized, systematic, consistent, and cost effective basis and, if possible, from the standpoint of benefiting the greatest number of Covina residents and businesses.

D. General Circulation Policy C.7. Accommodate, where financially, administratively, and technically feasible, needed street and related infrastructure and transportation improvements, among other reasons, to minimize traffic conflicts and hazards as well as liability, to improve vehicular and pedestrian safety, to bolster ongoing code enforcement efforts, and to enhance community appearance, image, and character, social, economic, and recreational vitality, and overall quality of life.

E. General Circulation Policy C.11. Reconcile the need to resolve remaining, major road and infrastructure deficiencies with the need to maintain the maturing community's aging street and circulation networks.

F. General Circulation Policy C.16. Monitor and, where administratively and financially possible, consider expanding the City's bikeways and related facilities in appropriate areas, such as near or linking schools, parks, and major commercial activities and employment centers, for functional as well as recreational uses, in a manner that best meets local conditions and needs.

G. General Circulation Policy C.23. Continue encouraging, where administratively and financially feasible, public transportation-and pedestrian-accommodating enhancements to the infrastructure, including, but not limited to, bus pads and sidewalk and wheelchair ramps.

H. General Circulation Policy D.6. Monitor and attempt to best maintain the functional and design adequacy and parking capacity of the Covina Metrolink Commuter Rail Station and, where desired and feasible, improve and/or expand the Station and/or related parking to meet local and regional needs.

I. General Circulation Policy D.7. Accommodate the linking of the Covina Metrolink Commuter Rail Station and other public transit depots to feeder transportation, to the greatest extent feasible.

J. General Circulation Policy E.1. Maintain and, where necessary and feasible, consider enhancements to downtown traffic, circulation, parking and overall infrastructure, including, but not limited to, better synchronizing traffic signals, constructing more off-street parking in deficient areas, improving parking lot security/lighting, and better, more clearly linking off-street parking to district businesses through sufficient signage and other strategies.

K. General Circulation Policy E.4. Where appropriate, consider infrastructure and related enhancements to facilitate downtown pedestrian circulation, taking into account safety, lighting, pleasantness, adequacy, and accessibility for the disabled.

L. General Circulation Policy F.1. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvement of Covina's sewers and sewage disposal systems system to prevent contamination of groundwater and receiving water quality and to accommodate long-term growth and revitalization.

M. General Circulation Policy F.3. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvements of Covina's stormdrains and storm drainage system to prevent or minimize flooding and soil erosion and to accommodate future growth and revitalization.

N. General Circulation Policy F.5. Ensure, to the greatest extent feasible, through direct or liaison efforts, the continued maintenance and adequacy and, where necessary, improvement of Covina's water supply facilities and water distribution system as well as the ability of the water network to meet future growth and revitalization.

O. General Circulation Policy F.6. Ensure, to the greatest extent feasible, through direct or liaison efforts, that all current and future peak period water demands are met and that water pressure and fire flow rates in all areas are adequate.

P. General Circulation Policy G.13. Continue accommodating pedestrian circulation, to the greatest degree possible, in terms of adequately-sized, conveniently located, safe, functional, unobstructed, and disabled-accessible major-and small-street public sidewalks, public crosswalks, private walkways and access routes, private walkways/access route linkages to public sidewalks, and sufficient connections between public sidewalk and crosswalks.

III. Natural Resources and Open Space Element

A. General Natural Resources and Open Space Policy B.2.h. Provide for landscape improvements to the City's sidewalks, streets, civic properties, and related public spaces and facilities, in accordance with all applicable standards and provisions, for aesthetic and ecological reasons, to the greatest extent possible.

B. General Natural Resources and Open Space Policy B.2.i. Provide for needed landscape improvements to the City's parks and recreational facilities, as described in the Covina Park System Master Plan and other sources, in accordance with all applicable standards and provisions, for aesthetic and ecological reasons, to the greatest extent possible.

C. General Natural Resources and Open Space Policy B.2.j. Encourage the preservation of existing mature street and other public trees in conjunction with all public works projects, except where infeasible and/or unsafe.

D. General Natural Resources and Open Space Policy C.1.i. Whenever possible and feasible, attempt to acquire and improve land for park and recreational uses.

E. General Natural Resources and Open Space Policy C.1.o. Continue to upgrade, enhance, redesign, and/or replace existing parks and recreational areas and appurtenant facilities and amenities to improve overall park use, safety, and/or appearance as well as to maintain community image and vitality, whenever possible.

F. General Natural Resources and Open Space Policy C.5.a. Continue providing for adequate maintenance of the physical condition, operation, cleanliness, and appearance of all parks and recreational facilities and appurtenant amenities, following reasonable, applicable procedures and standards.

IV. Safety Element

A. General Safety Policy B.3.k. Maintain sufficient personnel, equipment, facilities, and resources in the Fire and Police Departments to handle fire incidents.

SECTION 4. Based upon the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in this Resolution, the Planning Commission hereby recommends that the City Council adopt the Fiscal Year 2017-2021 City of Covina Five-Year Capital Improvement Program (CIP).

SECTION 5. The Planning Commission hereby directs the Community Development Director to forward a copy of this Resolution to the City Council for their consideration at the next available regular City Council meeting.

SECTION 6. The Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by members of the Planning Commission of Covina on this 12th day of July, 2017.



CHARLES HODAPP, CHAIRMAN
COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 12th day of July, 2016, by the following vote of the Planning Commission:

AYES: CONNORS, HODAPP, MANNING, MCMEEKIN, PATTERSON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE



COVINA PLANNING COMMISSION SECRETARY



City of Covina Policy and Procedure Manual

Policy Name: Fund Balance

Effective Date: June 17th, 2014

Section No: 14.0

Revised Date: N/A

Source: Accounting Policy and Procedure Manual

Review Date:

Authority:

**Responsible
Department:** Finance

Purpose

The City's Fund Balance is the accumulated difference between assets and liabilities within governmental funds. A sufficient fund balance allows the City to meet its contractual obligations, provide funds for new and existing programs established by City Council, mitigate negative revenue implications of federal or state budget actions, mitigate economic downturns, fund disaster or emergency costs, provide funds for cash flow timing discrepancies and fund non-recurring expenses identified as necessary by City Council.

14.0 Policy

I. Governmental Fund Balance Type Definitions

The Governmental Accounting Standards Board (GASB) issued Statement Number 54, "*Fund Balance Reporting and Governmental Fund Type Definitions*" effective for periods after June 15, 2010. The objective of this Statement was to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. This Statement establishes limitations on the purposes for which fund balances can be used.

- A. ***Non-spendable Fund Balance*** – Some assets reported in governmental funds may be inherently non-spendable from the vantage point of the current period.
 - 1. Assets that will never convert to cash such as prepaid items or inventories,
 - 2. Assets that will not convert to cash soon enough to affect the current period such as non-financial assets held for resale,
 - 3. Resources that must be maintained intact pursuant to legal or contractual requirements such as capital of a revolving loan fund.
- B. ***Restricted Fund Balance*** – This represents the portion of fund balance that is subject to externally enforceable legal restrictions. Such restrictions are typically imposed by parties altogether outside the City such as creditors, grantors, contributors or other governments. Restrictions can also arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose.
- C. ***Unrestricted Fund Balance***
 - 1. ***Committed Fund Balance*** – This represents the portion of fund balance whose use is constrained by limitations that the City imposes on itself by City Council (highest decision making level) and remains binding unless removed in the same manner.
 - a. Requires action by City Council to commit fund balance.
 - b. Formal City Council action is necessary to impose, remove or modify a constraint reflected in the committed fund balance through resolution or ordinance.

2. **Assigned Fund Balance** – This describes the portion of fund balance that reflects the City’s intended use of resources. Intent is expressed by (1) the City Council or (2) a body (for example: a Finance Advisory Committee) or official to which the City Council has delegated through its fund balance policy the authority to assign amounts to be used for specific purposes. Assigned amounts also include all residual amounts in governmental funds (except negative amounts) other than the General Fund, that are not classified as nonspendable, restricted or committed.
3. **Unassigned Fund Balance** – this is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

II. General Fund Unrestricted Fund Balance

A top priority goal of the Mayor and Council is to improve the long-term fiscal stability of the City. Revenue projections are conservative and authorized expenditures are closely monitored. In stable economic times, the combination of these two strategies leads to revenue collections higher than actual expenditures.

In years where there are net revenues (actual revenue collections less actual expenditures) available, net revenues are used to first maintain the twenty percent (20%) Committed Emergency Reserve. The City’s policy is to accumulate adequate reserves to protect the City during economic downturns or large scale emergencies. The City also maintains reserves that are required by law or contract and that serve a specific purpose. These types of reserves are considered restricted and are not available for other uses. Within specific funds, additional reserves may be maintained according to adopted policies. Year-end amounts remaining in unassigned fund balance may be used as a funding source in the next budget year.

The Government Finance Officers Association (GFOA) is a professional association of state and local finance officers in the US and Canada whose members are dedicated to the sound management of government financial resources. GFOA recommends that “governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.

The GFOA recommends, at a minimum, that general-purpose governments, regardless of size, incorporate in its financial policies that unrestricted fund balance in their General Fund be no less than two months of regular General Fund operating revenues or regular General Fund operating expenditures.

The City’s goal for General Fund Reserve – Unrestricted Fund Balance is a minimum of sixty (60) days of operating expenditures. This target excludes the 20% Emergency Reserve.

III. Emergency Reserves

For use in declared emergencies only, the City shall reserve twenty percent (20%) of the current fiscal year budget. “Emergency” is defined to exclude economic conditions, revenue shortfalls, or City salary or fringe benefit increases.

IV. Other Funds

- A. *Enterprise and some Special Revenue Funds* – These reserves provide for unexpected revenue losses or unanticipated expenditures during the year. These reserves will also meet the reserve requirements as set forth in any outstanding bond issuance. A portion of these reserves may be appropriated as part of the annual budget and may be utilized at the end of the fiscal year if necessary.
- B. *Internal Services Funds* – Internal Services Funds are expressly designed to function on a cost reimbursement basis and should not accumulate a significant reserve. A small reserve is appropriate to allow for differences in timing of revenues and expenditures.

V. Use of Fund Balances

Available fund balances shall not be used for ongoing operating expenditures.

CITY OF COVINA
BUDGET POLICY

- **Program - Base Budget**

- ***Appropriations***

- ❖ **Each program will identify activities and the recommended appropriations**
- ❖ **Identify recurring vs. nonrecurring appropriations**
- ❖ **Identify general vs. restricted appropriations**
- ❖ **Continuing appropriations for year-end**
 - *Encumbrances and contractual commitments*
 - *Grant, restricted donation and capital project appropriations are considered life-cycle appropriations*
 - *All other appropriations shall lapse at year-end unless carried forward by City Council action*

- ***Estimated Revenues***

- ❖ **Estimated revenues will be identified by fund, program and activity**
- ❖ **Fund types include general, special revenue, debt service, capital projects, enterprise and internal service**
- ❖ **Identify recurring vs. nonrecurring revenues**
- ❖ **Identify general revenues vs. restricted revenues**

- ***Fund Balances/Working Capital***

- ❖ **Program-base budget will calculate available fund balances and/or working capital available in the various funds**
- ❖ **Program-base budget will establish adequate reserves**
 - *Capital needs*
 - *Offset economic hard times*
 - *Stabilize fluctuations in cash flow requirements*
 - *Emergency situations*
- ❖ **General Fund**
 - *Minimum of 20% of operating expenses-reserve exclusive of risk management requirements*
 - *Excess reserves will be designated for nonrecurring activities or capital improvements*
 - *Maintain general liability and worker's compensation reserves based on actuarial recommendations.*
- ❖ **Restricted Funds**
 - *Reserves can be used for only designated purposes*
 - *Excess reserves can be designated for recurring and nonrecurring activities or capital improvements depending on the nature of the fund*

CITY OF COVINA
BUDGET POLICY

- **Program - Base Budget Will Link Resources with Results**

- *Identifying community needs for essential services*
- *Describing the programs required to provide the essential services*
- *Identifying the purpose of activities performed in delivering services*
- *Establishing goals and objectives which define the nature and level of services required*
- *Identifying resources required to perform program activities and accomplish goals and objectives*
- *Setting standards to measure and evaluate*
 - ❖ **Output and outcomes of program activities**
 - ❖ **Accomplishment of program activities**
 - ❖ **Staffing levels**
 - ❖ **Program activity revenue and appropriations**
 - *Make budgetary and financial decisions on conservative estimates of revenues, expenditures and other financing sources and uses*
 - *The greater the uncertainty and/or volatility of the budgetary and financial estimates, the more conservative the estimates*

- **Program Base Budget-Change in Service**

- *The base budget is the required appropriation level needed to maintain the previous year budget service level*
- *Change in service is the proposed increase or decrease in service level in the program-based budget activity*
- *Increase in services shall be offset with new revenue or a corresponding decrease in other program services*
- *Grants shall not have a negative impact on General Fund services*
- *Future operating grants will not be funded by the General Fund unless there is a new revenue source or decrease in other program services*

CITY OF COVINA
BUDGET POLICY

- **Program - Base Budget Shall Be Balanced On a Long-Term Basis**
 - *Ongoing and recurring costs shall be funded with ongoing and recurring revenues*
 - *One-time and nonrecurring costs shall be funded with excess ongoing revenues, available one-time revenues or excess reserves*
 - *One-time or nonrecurring revenues shall not fund ongoing costs*
 - *Current costs shall be recognized and funded in the current year, not deferred or funded in future years whenever possible*
 - *Maintain current full costs providing City services*
 - *The General Fund shall try to maintain a minimum \$100,000 operating contingency for unanticipated events*
 - *Make conscious decisions about cost recovery and/or general tax subsidy of those services that benefit only a portion of the tax paying public*
 - *Review financial position based on a five-year financial profile analysis*
 - ❖ **Formalize five-year capital improvement**
 - ❖ **Formalize five-year personnel need program**
 - ❖ **Formalize five-year operating program**
 - *The purpose of the five-year financial plan*
 - ❖ **Identify priorities**
 - ❖ **Service levels**
 - ❖ **Revenue sources**
 - ❖ **Trends**
 - ❖ **Future impact on decisions made today**
- **Infrastructure Maintenance**
 - *Identify preventive maintenance of infrastructure to minimize future expenditures*
 - *Make conscious effort to amortize capital costs*
 - ❖ **Replacing or expanding existing facilities and equipment**
 - ❖ **With respect to equipment, rates shall be established to recover the replacement cost of each item at the end of its useful life**
 - ❖ **Facilities shall be amortized to cover ongoing maintenance and cyclical repairs, and for the replacement or expansion of major structures**

CITY OF COVINA
BUDGET POLICY

- **Exceptions**

- *City Council/Agency Board authorization required*
 - ❖ **Emergencies**
 - ❖ **Legal requirements**
 - ❖ **Loans**
 - ❖ **Accounting changes and prior period adjustments**

- **Implementation**

- *The City Manager/Executive Director shall be responsible for the preparation and submission of the program -based budget*
- *The City Manager/Executive Director shall be authorized to make the appropriate changes to adhere to the budget policy*
- *Staff shall report to the City Council 30 days after the end of each fiscal quarter with an update on actual revenues and expenditures as shown in the adopted budget.*

GLOSSARY OF BUDGET AND FINANCE TERMS

The following explanations of terms are presented to aid in understanding the narrative discussions and illustrations included in this text and the terminology generally used in governmental accounting, auditing, financial reporting and budgeting

ABATEMENT. A complete or partial cancellation of a levy imposed by a government. Abatements usually apply to tax levies, special assessments and service charges.

ACCOUNTABILITY. The state of being obliged to explain one's actions, to justify what one does. Accountability requires governments to answer to the citizenry--to justify the raising of public resources and the purposes for which they are used.

ACCOUNTING SYSTEM. The methods and records established to identify, assemble, analyze, classify, record and report a government's transactions and to maintain accountability for the related assets and liabilities.

ACTIVITY. A specific and distinguishable service performed by one or more organizational components of a government to accomplish a function for which the government is responsible (e.g., police is an activity within the public safety function).

ACTIVITY CLASSIFICATION. Expenditure classification according to the specific type of work performed by organizational units (e.g., sewage treatment and disposal, waste collection, waste disposal and street cleaning are activities performed in carrying out the function of sanitation).

AD VALOREM TAX. A tax based on value (e.g., a property tax).

ANNUAL BUDGET. A budget applicable to a single fiscal year.

ANNUAL FINANCIAL REPORT. A financial report applicable to a single fiscal year.

APPROPRIATED BUDGET. The expenditure authority created by the appropriation bills or ordinances, which are signed into law, and the related estimated revenues. The appropriated budget would include all reserves, transfers, allocations, supplemental appropriations and other legally authorized legislative and executive changes.

APPROPRIATION. A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation usually is limited in amount and time it may be expended.

APPROPRIATION ACCOUNT. A budgetary account set up to record spending authorizations for specific purposes. The account is credited with the original appropriation and any supplemental appropriations and is charged with expenditures and encumbrances.

APPROPRIATION BILL, ORDINANCE, RESOLUTION or ORDER. A bill, ordinance, resolution or order through which appropriations are given legal effect.

APPROPRIATION LEDGER. A subsidiary ledger containing an account for each appropriation. Each account usually includes the amount originally appropriated, transfers to or from the appropriation, amounts charged against the appropriation, the available balance and other related information.

ASSESSED VALUATION. A valuation set upon real estate or other property by a government as a basis for levying taxes.

ASSET. A probable future economic benefit obtained or controlled by a particular entity as a result of past transactions or events.

AUDIT. A systematic collection of the sufficient, competent evidential matter needed to attest to the fairness of management's assertions in the financial statements or to evaluate whether management has effectively carried out its responsibilities. The auditor obtains this evidential matter through inspection, observation, inquires and confirmations with third parties.

AUDITOR'S REPORT. In the context of a financial audit, a statement by the auditor describing the scope of the audit and the auditing standards applied in the examination, and setting forth the auditor's opinion on the fairness of presentation of the financial information in conformity with GAAP or some other comprehensive basis of accounting.

BALANCE SHEET. The financial statement disclosing the assets, liabilities and equity of an entity at a specified date in conformity with GAAP.

BASIS OF ACCOUNTING. A term used to refer to when revenues, expenditures, expenses, and transfers-- and the related assets and liabilities-- are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the nature of the measurement, on either the cash or the accrual method.

BOND. Most often, a written promise to pay a specified sum of money (called the face value or principal amount), at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Sometimes, however, all or a substantial portion of the interest is included in the face value of the security. The difference between a note and a bond is that the latter is issued for a longer period and requires greater legal formality.

BUDGET. A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used

without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating governing body for adoption, and sometimes, the plan finally approved by that body.

BUDGETARY ACCOUNTS. Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

BUDGETARY COMPARISONS. Statements or schedules presenting comparisons between approved budgetary amounts (as amended) and actual results of operation on the budgetary basis.

BUDGETARY CONTROL. The control or management of a government or enterprise in accordance with an approved budget to keep expenditures within the limitations of available appropriations and available revenues.

BUDGET DOCUMENT. The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating governing body. The budget document usually consists of three parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the past years' actual revenues, expenditures and other data used in making the estimates. The third part is composed of drafts of the appropriation, revenue and borrowing measures necessary to put the budget into effect.

BUDGET-GAAP BASIS DIFFERENCES. Differences arising from the use of a basis of accounting for budgetary purposes that differs from the basis of accounting applicable to the fund type when reporting on operations in conformity with GAAP. For example, a cash-

basis budget would produce a budget-GAAP basis difference.

BUDGET-GAAP PERSPECTIVE DIFFERENCES. Differences that result when the structure of financial information for budgetary purposes is not compatible with the fund structure prescribed by GAAP (i.e., some governments budget on the basis of organizational or program structures that differ from the funds used for financial reporting purposes).

BUDGET-GAAP TIMING DIFFERENCES. Variations such as continuing appropriations, project appropriations, automatic re-appropriations and biennial budgeting that separate budgetary accounting from GAAP.

BUDGET MESSAGE. A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of government's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

CAPITAL BUDGET. A plan of proposed capital outlays and the means of financing them.

CAPITAL EXPENDITURES. Expenditures resulting in the acquisition of or addition to the government's general fixed assets.

CAPITAL GRANTS. Grants restricted by the grantor for the acquisition and/or construction of fixed assets.

CAPITAL IMPROVEMENT SPECIAL ASSESSMENTS. Special assessments projects that are capital in nature and enhance the utility, accessibility or aesthetic value of the affected properties. Usually, the projects also provide improvements or additions to a government's general fixed assets or infrastructure. Typical special assessment capital improvements are streets, sidewalks, parking facilities and curbs

and gutters. Sometimes the improvements provide capital assets that become an integral part of a government's enterprise activities (e.g., water or sewer main construction).

CAPITAL LEASE. An agreement that conveys the right to use property, plant or equipment, usually for a stated period of time, that meets one or more of the criteria set forth in SFAS No. 13 for lease capitalization.

CAPITAL PROGRAM. A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or other capital needs. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the resources estimated to be available to finance the projected expenditures.

CODING. A system of numbering or otherwise designating accounts, entries, invoices, vouchers, etc., in such a manner that the symbol used reveals quickly certain required information.

COMPENSATED ABSENCES. Absences, such as vacation, illness and holidays, for which it is expected employees will be paid. The term does not encompass severance or termination pay, postretirement benefits, deferred compensation or other long-term fringe benefits, such as group insurance and long-term disability pay.

CONTINUING APPROPRIATION. An appropriation that once established, is automatically renewed without further legislative action, period after period, until altered or revoked. The term should not be confused with *intermediate appropriations*.

CONTROL ACCOUNT. An account in the general ledger in which is recorded the aggregate of debit and credit postings to a number of related accounts called subsidiary accounts (e.g., taxes receivable is a control account supported by the aggregate of individual

balances in individual property taxpayers' subsidiary accounts).

CURRENT. As applied to budgeting and accounting, designates the operations of the present fiscal period as opposed to past or future periods. It usually connotes items likely to be used or converted into cash within one year.

DEBT. An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governments include bonds, time warrants and notes.

DEBT PROCEEDS. The difference between the face amount of debt and the issuance discount or the sum of the face amount and the issuance premium. Debt proceeds differ from cash receipts to the extent issuance costs, such as underwriters' fees, are withheld by the underwriter.

DEFEASANCE. The legal release of a debtor from being the primary obligor under the debt, either by the counts or by the creditor. Also referred to as a legal defeasance.

DEFERRED COMPENSATION PLANS. Plans that offer employees the opportunity to defer receipt of a portion of their salary and the related liability for federal income taxes. Several sections of the Internal Revenue Code authorize certain state and local governments to provide deferred compensation plan for their employees.

DEFERRED MAINTENANCE. The act of not performing (deferring) maintenance at the time it should have been, or was scheduled to be, performed. Maintenance in this context means more than routine preventive maintenance and repairs. It also includes replacement of parts, periodic road resurfacing and other activities needed to maintain the fixed asset at its originally contemplated serviceability for its originally estimated life.

DEFERRED REVENUE. Amounts for which asset recognition criteria have been met, but for

which revenue recognition criteria have not been met. Under the modified accrual basis of accounting, amounts that are measurable but not available are one example of deferred revenue.

DEFICIT. (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period or, in the case of proprietary funds, the excess of expenses over revenues during an accounting period.

DEPRECIATION. (1) Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. (2) The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

ENCUMBRANCES. Commitments related to unperformed (executory) contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represents the estimated amount of expenditures ultimately to result if unperformed contracts in process are completed.

ENTERPRISE FUND. (1) A fund established to account for operations financed and operated in a manner similar to private business enterprise (e.g. water, gas, and electric utilities; airports; parking garage; or transit systems). In this case the governing body intends that cost (i.e., expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. (2) A fund established because the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public

policy, management control, accountability or other purposes.

ENTITLEMENT. The amount of payment to which a state or local government is entitled pursuant to an allocation formula contained in applicable statutes.

EXPENDITURES. Decreases in net financial resources. Expenditures include correct operating expenses requiring the present or future use of net current assets, debt service and capital outlays, and intergovernmental grants, entitlements and shared revenues.

EXPENSES. Outflows or other using up of assets or incurrences of liabilities (or a combination of both) from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations.

FINANCIAL RESOURCES. Cash and other assets that, in the normal course of operations, will become cash.

FISCAL YEAR. A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations.

FIXED BUDGET. A budget setting forth dollar amounts that are not subject to change based on the volume of goods or services to be provided.

FLEXIBLE BUDGET. A budget whose dollar amounts vary according to the volume of goods or services to be provided.

FLOW OF CURRENT FINANCIAL RESOURCES. A measurement focus that recognizes the net effect of transactions on current financial resources by recording accruals for those revenues and expenditure transactions which have occurred by year end that are normally expected to result in cash receipt or disbursement early enough in the following year

either (a) to provide financial resources to liquidate liabilities recorded in the fund at year end or (b) to require the use of available expendable financial resources reported at year end.

FLOW OF ECONOMIC RESOURCES. The measurement focus used in the commercial model and in proprietary and similar trust funds to measure economic resources, the claims to those economic resources and the effects of transactions, events and circumstances that change economic resources and claims to those resources. This focus includes depreciation of fixed assets, deferral of unearned revenues and prepaid expenses, and amortization of the resulting liabilities and assets. Under this measurement focus, all assets and liabilities are reported on the balance sheet, whether current or non-current. Also, the accrual basis of accounting is used, with the result that operating statements report expense rather than expenditures.

FLOW OF FINANCIAL RESOURCES MEASUREMENTS. A new measurement focus proposed for governmental funds in the GASB's exposure draft *Measurement Focus and Basis of Accounting-Governmental Funds* (December 1987). It is a measure of the extent to which financial resources obtained during a period are sufficient to cover claims incurred during that period against financial resources, and the net financial resources available for future periods. This is accomplished by measuring the increases and decreases in net financial resources and the balances of and claims against financial resources using an accrual basis of accounting. This definition uses the term "financial resources" in a way that differs from its current use. In this instance, the term means cash, claims to cash (e.g., accounts and taxes receivable), and claims to goods or services (e.g., prepaid items) obtained or controlled as a result of past transactions or events.

FORMAL BUDGETARY INTEGRATION. The management control technique through

which the annual operating budget is recorded in the general ledger through the use of budgetary accounts. It is intended to facilitate control over revenues and expenditures during the year.

FRANCHISE. A special privilege granted by a government permitting the continued use of public property, such as city streets, and usually involving the elements of monopoly and regulation.

FUNCTION. A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

FUNCTIONAL CLASSIFICATION. Expenditure classification according to the principal purposes for which expenditures are made (e.g. public safety).

FUND. A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions or limitations.

FUND BALANCE. The difference between fund assets and fund liabilities of governmental and similar trust funds.

FUND BALANCE-RESERVED FOR ADVANCE TO OTHER FUNDS. An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term interfund receivable do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR DEBT SERVICE. An account used to segregate a portion of fund balance for resources legally restricted to the payment of general long-term debt principal and interest maturing in future years.

FUND BALANCE-RESERVED FOR ENCUMBRANCES. An account used to segregate a portion of fund balance for expenditures upon vendor performance.

FUND BALANCE-RESERVED FOR ENDOWMENTS. An account used to indicate that trust fund balance amounts representing endowment principal are legally restricted.

FUND BALANCE-RESERVED FOR FIXED ASSETS HELD FOR RESALE. An account used to segregate a portion of fund balance to indicate that fixed assets held for resale do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR INVENTORIES. An account used to segregate a portion of fund balance to indicate that, under the purchases method, inventories of supplies do not represent expendable available financial resources even though they are a component of not current assets.

FUND BALANCE-RESERVED FOR NONCURRENT LOANS RECEIVABLE. An account used to segregate a portion of fund balance to indicate that noncurrent portions of long-term loans receivable do not represent expendable available financial resources.

FUND BALANCE-RESERVED FOR PREPAID ITEMS. An account used to segregate a portion of fund balance to indicate that prepaid items do not represent expendable available financial resources even though they are a component of net current assets.

FUND TYPE. Any one of seven categories into which all funds are classified in governmental accounting. The seven fund types are: general, special revenue, debt service, capital projects, enterprise, internal service, and trust and agency.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form

and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP is state and local governments is the GASB.

GOVERNMENTAL FUND TYPES. Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities—except those accounted for in proprietary funds and fiduciary funds. In essence, these funds are accounting segregation of financial resources. Expendable assets are assigned to a particular governmental fund type according to the purposes for which they may or must be used. Current liabilities are assigned to the fund type from which they are to be paid. The difference between the assets and liabilities of governmental fund types is referred to as fund balance. The measurement focus in these fund types is on the determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures and changes in fund balance is the primary governmental fund type operating statement. It may be supported or supplemented by more detailed schedules of revenues, expenditures, transfers and other changes in fund balance. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

GOVERNMENTAL-TYPE ACTIVITIES. Those activities of a government that are carried out primarily to provide services to citizens and that are financed primarily through taxes and intergovernmental grants.

GRANTS. Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

INFRASTRUCTURE ASSETS. Public domain fixed assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, lighting systems and similar assets that are immovable and of value only to the government unit.

INTERFUND TRANSACTIONS.

Transactions between funds of the same government reporting entity. They include (1) quasi-external transactions, (2) reimbursements, (3) residual equity transfers, (4) operating transfers and (5) interfund loans.

INTERFUND TRANSFERS. All interfund transactions except loans, quasi-external transactions and reimbursements. Transfers can be classified as belonging to one of two major categories: residual equity transfers or operating transfers.

INTERGOVERNMENTAL REVENUE.

Revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

INTERNAL SERVICE FUND. A fund used to account for the financing of goods or services provided by one department or agency to other department or agencies of a government or to other governments, on a cost-reimbursement basis.

LEVEL OF BUDGETARY CONTROL. One of the three possible levels of budgetary control and authority to which organizations, programs, activities and functions may be subject. These levels of budgetary control are (a) appropriated budget, (b) legally authorized nonappropriated budget review and approval process, which is outside the appropriated budget process or (c) nonbudgeted financial activities, which are not subject to the appropriated budget and the appropriation process or to any legally authorized nonappropriated budget review and approval process, but still are relevant for sound financial management an oversight.

LEVY. (1) (Verb) To impose taxes, special assessments or service charges for the support of government activities. (2) (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

MEASUREMENT FOCUS. The accounting convention that determines (1) which assets and which liabilities are included on a government's balance sheet and where they are reported there, and (2) whether an operating statement presents information on the flow of financial resources (revenues and expenditures) or information on the flow of economic resources (revenues and expenses).

NET INCOME. Proprietary fund excess of operating revenues, nonoperating revenues and operating transfers in over operating expenses, nonoperating expense and operating transfers out.

NONAPPROPRIATED BUDGET. A financial plan for an organization program, activity or function approval in a manner authorized by constitution, charter, statute or ordinance but not subject to appropriation and therefore, outside the boundaries of the definition of appropriated budget.

NONEXPENDABLE TRUST FUND. A trust fund, the principal of which may not be expended. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

NONOPERATING EXPENSES. Proprietary fund expenses not directly related to the fund's primary activities (e.g., interest).

NONOPERATING REVENUES. Proprietary fund revenues incidental to, or byproducts of, the fund's primary activities.

OBJECT. As used in expenditure classification, applies to the article purchased or the service obtained, rather than to the purpose for which the article or service was purchased or obtained (e.g. personal services, contractual services, material and supplies).

OBJECT CLASS. Expenditure classification according to the types of items purchased or services obtained (e.g. personal services, materials, supplies and equipment).

OPERATING BUDGET. Plans of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even when not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

OPERATING EXPENSES. Proprietary fund expenses related directly to the fund's primary activities.

OPERATION GRANTS. Grants that are restricted by the grantor to operating purposes or that may be used for either capital or operating purposes at the discretion of the grantee.

OPERATING INCOME. The excess of proprietary fund operating revenues over operation expenses.

OPERATING REVENUES. Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

OPERATING TRANSFERS. All interfund transfers other than residual equity transfers (e.g. legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended).

ORDINANCE. A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the

boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions that must be by ordinance and those that may be by resolution. Revenue-raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

ORGANIZATIONAL UNIT. A responsibility center within a government.

ORGANIZATIONAL-UNIT CLASSIFICATION.

Expenditure classification according to responsibility centers within a government's organizational structure. Classification of expenditures by organizational unit is essential to fulfilling stewardship responsibility for individual government resources.

OTHER FINANCING SOURCES. Governmental fund general long-term debt proceeds, amounts equal to the present value of minimum lease payments arising from capital leases, proceeds from the sale of general fixed assets, and operating transfers in. Such amounts are classified separately from revenues on the governmental operating statement.

OTHER FINANCING USES. Governmental fund operating transfers out and the amount of refunding bond proceeds deposited with the escrow agent. Such amounts are classified separately from expenditures on the governmental operating statement.

PAY-AS-YOU-GO BASIS. In the context of pension accounting and risk management, the failure to finance retirement obligations or anticipated losses on a current basis, using an acceptable actuarial funding method.

PERFORMANCE BUDGET. A budget that bases expenditures primarily upon measurable performance of activities and work programs. A performance budget may also incorporate other

bases of expenditure classification, such as charter and object class, but these are secondary to activity performance.

PLEDGED REVENUES. Funds generated from revenues and obligated to debt service or to meet other obligations specified by the bond contract.

PREPAID ITEMS. Payment in advance of the receipt of goods and services in an exchange transaction. Prepaid items (e.g. prepaid rent and unexpired insurance premiums) differ from deferred charges (e.g. unamortized issuance costs) in that they are spread over a shorter period of time than deferred charges and are regularly recurring costs of operations.

RETAINED EARNINGS. An equity account reflecting the accumulated earning of an enterprise or internal service fund.

RETAINED EARNINGS—RESERVED FOR REVENUE BOND CURRENT DEBT SERVICE. An account used to segregate a portion of retained earnings, in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account less current liabilities for revenue bond principal and interest.

RETAINED EARNINGS—RESERVED FOR REVENUE BOND OPERATIONS AND MAINTENANCE. An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account..

RETAINED EARNINGS—RESERVED FOR REVENUE BOND RENEWAL AND REPLACEMENT. An account used to segregate a portion of retained earnings in accordance with the terms of a revenue bond indenture, for amounts that should be accumulated in such a restricted asset account.

REVENUES. (1) Increases in the net current assets of a governmental fund type from other

than expenditure refunds and residual equity transfers. Also, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than as revenues. (2) Increases in the net total assets of a proprietary fund type from other than expense refunds, capital contributions and residual equity transfers. Also, operating transfers in are classified separately from revenues.

REVOLVING FUND. (1) An internal service fund. (2) An imprest account accounted for as an asset of a fund.

RISK MANAGEMENT. All the ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

SELF-INSURANCE. A term often used to describe the retention by an entity of a risk of loss arising out of the ownership of property or from some other cause, instead of transferring that risk to an independent third party through the purchase of an insurance policy. It is sometimes accompanied by the setting aside of assets to fund any related losses. Because no insurance is involved, the term self-insurance is a misnomer.

SERVICE ASSESSMENTS. Special assessment projects for operating activities that do not result in the purchases or construction of fixed assets. Often such service assessments are for services that are normally provided to the public as general government functions and that would otherwise be financed by the general fund or a special revenue fund. Those services include street lighting, street cleaning and snow plowing. Financing for these routine services typically comes from general revenues. However, when routine services are extended to property owners outside the normal service area of the government or are provided at a higher level or at more frequent intervals than that provided the general public, special assessments are sometimes levied. Only the affected property owners are charged for the additional services.

SHARED REVENUES. Revenues levied by one government but shared on a predetermined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

SINGLE AUDIT. An audit performed in accordance with the Single Audit Act of 1984 and Office of Management and Budget (OMB) Circular A-128, *Audits of State and Local Governments*. The Single Audit Act allows or requires governments (depending on the amount of federal assistance received) to have one audit performed to meet the needs of all federal grantor agencies.

SPECIAL ASSESSMENT. A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

SPECIAL ASSESSMENT ROLL. The official list showing the amount of special assessments levied against each property presumed to be benefited by an improvement or service.

SPECIAL DISTRICT. An independent unit of local government organized to perform a single government function or a restricted number of related functions. Special districts usually have the power to incur debt and levy taxes; however, certain types of special districts are entirely dependent upon enterprise earnings and cannot impose taxes. Examples of special districts are water districts, drainage districts, flood control districts, hospital districts, fire protection districts, transit authorities, port authorities and electric power authorities.

SPECIAL REVENUE FUND. A fund used to account for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditure for specified purposes. GAAP only require the use of special revenue funds when legally mandated.

TAXES. Compulsory charges levied by a government to finance services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges for services rendered only to those paying such charges (e.g. sewer service charges).

TRUST AND AGENCY FUND. One of the seven fund types in governmental account.

TRUST FUNDS. Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other governments and/or other funds.